FEROZSONS
EDUCATIONAL

SCIENTIFIC

ENGLISH GRAMMAR

WITH
COMPOSITION AND TRANSLATION

PART III

FOR
SECONDARY SCHOOL

BY

R.B.KHAN
P.E.S.(Rtd.)

FEROZSONS (Pvt) LTD
LAHORE · RAWALPINDI · KARACHI

CS CamScanner

ISBN 969 0 00282 1
Reprinted with amendments in 1994 by
Ferozsons (Pvt.) Ltd.
60, Shahrah-e-Quaid-e-Azam, Lahore-Pakistan
277, Peshawar Road, Rawalpindi
Mehran Heights, Main Clifton Road, Karachi

Copyright © Ferozsons (Pvt.) Ltd.,

Khan, R. B.

Ferozsons Scientific English Grammar Part III

All Rights Reserved.
No part of this publication may be
reproduced, stored in a retrieval system, or
transmitted, in any form or by any means (electronic,
mechanical, photocopying, recording or otherwise),
without the prior written permission of the Publisher.

Designed, printed and bound in Pakistan by
Ferozsons (Pvt.) Ltd., Lahore.

CONTENTS

PART I – ESSENTIAL GRAMMAR

Chapter		Page
I.	**The Parts of Speech**	4
	Nouns and their Kinds	8
	Number	11
	Gender	14
	Case	16
	The use of Articles	19
	Pronouns and their kinds	25
II.	**The Verb**	33
	Kinds of Verbs	33
	Tenses and their uses	41
	Sequence of Tenses	62
	Voice	66
	Auxiliary Verbs and their uses (*shall* and *will* etc.)	73
III.	**Adjectives and Adverbs**	79
	Prepositions	92
	Conjunctions	98
	Common Errors	102
IV.	**The Sentences and their structure**	121
	Analysis	124
	Synthesis	138
	Direct and Indirect Speech	147
	Punctuation	166
V.	**Aids to Vocabulary and memory charts**	171–289
	Chart No. 1 (Forms of Verb)	171
	Chart No. 2 (Collective Nouns)	178
	Chart No. 3 (Gender)	179
	Chart No. 4 (Number)	183
	Chart No. 5 (Comparison of Adjectives)	189
	Chart No. 6 (Uses of Prepositions)	192
	Chart No. 7 (Cries of animals, sounds) comparisons)	203
	Chart No. 8 (Substitution)	206

Chapter		Page
	Chart No. 9 (Words often confused)	214
	Chart No. 10 (Synonyms)	226
	Chart No. 11 (Verb phrases)	238
	Chart No. 12 (Nouns & adj. phrases)	250
	Chart No. 13 (Adverbial phrases)	254
	Chart No. 14 (Prepositional phrases)	257
	Chart No. 15 (Proverbs)	260
	Word-building	
	Chart No. 16 (Formation of Nouns, Verbs and Adjectives)	269
	Chart No. 17 (Antonyms)	276
	Chart No. 18 (Diminutives)	283
	Chart No. 19 (Some foreign adjectives)	286
	Chart No. 20 (Abbreviations)	289

PART II – WRITTEN COMPOSITION

VI.	**Story Writing** Stories, letters, telegrams, advertisements, diary notes and dialogue-writing.	292–340
VII.	**Paragraph and Essay writing**	341–379
VIII.	**Test Papers** (Grammar and Composition)	380–408

PART III – TRANSLATION

IX.	**Translation from Urdu into English**	410–502
	A. Teaching exercises from No. 1 – No. 47	410–475
	B. Teaching exercises from No. 48 – No. 71	476–502

(A) TOPICS FOR COMPOSITION

(i) Stories

	Topic	
1.	The dog and his reflection	292
2.	The fox and the grapes	292
3.	The wolf and the crane	293
4.	The old man and his sons	293
5.	The lion and the mouse	294
6.	The lion and the slave	294
7.	The lion, the fox and the donkey.	295
8.	The fox and the crane	295
9.	The fox and the crow	296
10.	The hare and the tortoise	296

CamScanner

Topic		*Page*
11.	Angel and the wood-cutter	297
12.	The mice and the cat	298
13.	The thirsty crow	298
14.	The bear and the two friends	299
15.	An old woman and her son	299
16.	The king Bruce and the spider	300
17.	The Vain stage	300
18.	The shepherd boy and the wolf	301
19.	Bad company	301
20.	The ant and the cricket	302
21.	The faithful dog	302
22.	Angel and the carter	303

(ii) Letters

(a) Relations

1.	To father about the progress of your studies	310
2.	To father asking for money	310
3.	To father about home affairs	310
4.	Father to son admonishing him for neglect of studies	311
5.	Reply to the above letter	311
6.	Requesting father to permit you to change school	312
7.	To younger brother giving him a piece of advice	312
8.	To your elder sister about your good results	313
9.	To cousin describing your illness and recovery	313
10.	To your nephew congratulating him on his birthday	313
11.	To your uncle thanking him for the presents	314
12.	To your mother telling her that you dislike the life of a boarder	314
13.	From a daughter to her mother who is away from home	315
14.	From a nephew to his uncle giving news of illness	315

(b) Friends

15.	To a friend about the choice of a profession	316
16.	To a friend inviting him to spend the vocation at Murree	317
17.	To a friend describing a visit to the zoo	317
18.	Requesting for the loan of a bicycle	318
19.	Congratulating a friend on his success in examination	318
20.	Condoling with a friend on the death of his mother	318
21.	Apologising for not keeping an appointment	319
22.	Inviting a friend to a marriage	319

CamScanner

	Topic	*Page*
23.	Inviting a friend to tea	320
24.	Accepting the invitation	320
25.	Declining the invitation	320

(c) Applications and Business letters

1.	To the Headmaster for leave	321
2.	To the Headmistress for leave	321
3.	The apply for a post	322
4.	Ordering a book	323
5.	A complaint against a postman To Headmaster	323
6.	For exemption from school fees	324
7.	For remission of fine	324
8.	For leave to attend a marriage	325
9.	For leave for an urgent piece of work	325
10.	For grant of school leaving certificate	325
11.	For help out of the Red Cross Fund	325
12.	Asking your land-lord for repairs of the house	325
13.	A complaint to M.C. about the insanitary condition of your locality	326
14.	A report to the police station about a dacoity	326
15.	Requesting the D.C. to grant a licence for a revolver	327
16.	A letter of recommendation	327
17.	A testimonial	327

(iii) Paragraphs and Essays

(a) Paragraphs

1.	Telling some-one how to reach a hospital	341
2.	Instructions by a mother to her daughter	341
3.	Instructions to a servant	342
4.	Boarding a wrong bus.	342
5.	Seeing a man lying by the road-side	343
6.	Encountering a snake	343
7.	A Motor Rickshaw	343
8.	The Rose	344
9.	The elephant	344
10.	Milk	345
11.	My house	345
12.	The spring	346
13.	My best friend	346

CamScanner

	Topic	Page
14.	The snake charmer	347
15.	My neighbour	347
16.	My morning walk	347
17.	My hobby	348
18.	A drowning tragedy	348
19.	A rainy day in summer	349
20.	Last five minutes of a cricket match	349
21.	Autobiography of a brick	350
22.	Autobiography of a letter	350
23.	Autobiography of a horse	351
24.	Autobiography of a rupee	351
25.	How to polish shoes	352
26.	How to erect a tent	352
27.	How to mend a puncture	353
28.	How to prepare tea	353

(b) Essays

29.	A fountain pen	358
30.	The bicycle	359
31.	The aeroplane	359
32.	The cow	361
33.	My pet	362
34.	Iron	362
35.	My best teacher	364
36.	The policeman	365
37.	Our school peon	365
38.	The farmer	366
39.	The Pakistani juggler	367
40.	My school	370
41.	My village	370
42.	An historical building	371
43.	The Lahore Zoo	372
44.	A Railway journey	373
45.	A Railway accident	374
46.	A thunder storm	375
47.	A picnic on the river-side	376
48.	A visit to a fair	377
49.	The Eid	378
50.	The Quaid-i-Azam, Muhammad Ali Jinnah	378
51.	The Holy Prophet	379

CamScanner

B. TRANSLATION EXERCISES

No.	Lesson	Page
1 & 2	Be (am, is, are)	410-11
3	(was, were)	412
4	Use of *there* and *it*	413
5-6	Has, have, had	414-15
7-8	Present Indefinite Tense	416-17
9-10	Past Tense	418-19
11	Future Indefinite	420
12	Three Indefinite Tenses	421
13	Present and Past Continuous Tense	422
14	Perfect Continuous Tenses	423
15-16	Present Perfect Tense	424-25
17	Past Perfect Tense	426
18-19	Passive Voice (eight tenses)	427-28
20	Auxiliary Verbs (can, could),	429
21	should, must, ought to	430
22	Causative Verbs	431
23	The Gerund and the Participles	432
24	Adjectives (comparison)	433
25	Adverb of manner	434
26-27	Prepositions	435-36
28	As well as, not only, but also	437
29	Either or, neither nor	438
30	Use of lest and unless	439
31	Conditional sentences	440
32	As soon as; no sooner...than; hardly or scarcely...when	441
33-35	Interrogative Sentences	442-44
35	Imperative Sentences	444
36	Exclamatory and Optative	445
37	Sequence of Tenses	446-47
38	Direct and Indirect	448-51
39-41	Typical Sentences	452-54
42-46	General information as (Business, Post-Office and Bank, Travelling, Accidents, Health and Diseases)	455-59
47	Sentences of every day use (solved)	460-75
48-71	Testing exercises	476-502

CamScanner

PART I

ESSENTIAL GRAMMAR

CHAPTER I

THE PARTS OF SPEECH

Introduction

1. Written language is made up of **letters**, which stand for sounds. The letters of any language are called its **Alphabet**. The English Alphabet contains twenty-six letters. Letters *a*, *e*, *i*, *o*, *u* with *w* and *y* when they do not begin a word are called **Vowels**. The remaining letters are called **Consonants**.

Letters have two forms—*Capitals* and *small letters*.

Capitals : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z.

Small Letters : a b c d e f g h i j k l m n o p q r s t u v w x y z.

The following words should begin with capitals :—

(*i*) The first word of every sentence.

(*ii*) The first word of every line of poetry.

(*iii*) All proper names : Akram, Karachi, Pakistan.

(*iv*) Names of the days of the week and of the months of the year : Sunday, Monday etc., April, May, June etc.

(*v*) The words *I* and *O*.

(*vi*) Single letters standing for words : B.A., M.A.

CamScanner

Exercises

1. *Correct the errors in the use of Capital letters in the following sentences :—*

(*a*) ahmad is my Brother. he went to multan yesterday. he will return on friday. i shall visit the lahore zoo in april next. when did you pass your b. a. ?

(*b*) i am monarch of all i survey.
my right there is none to Dispute ;
from the centre all round to the Sea.
I am lord of the Fowl and Brute.

2. Letters are united to form **Words.**

Any part of a word that can be sounded at once is called a **syllable.**

The word *absent* has two syllables, *ab* and *sent*. In every syllable there must be at least *one* Vowel.

Accent is the stress of the voice upon a certain syllable. The change in the accent results in the change of the meaning of a word. Nouns and Adjectives are generally accented on the *first* syllable while the verbs are accented on the *second* syllable :

Reb'el (noun) (باغی). The reb'el was shot dead by the king.

Rebel' (verb) (بغاوت کرنا), He rebelled against the king.

Pre'sent (adjective) (حاضر). He is pre'sent in the school.

Present' (verb) (حاضر کرنا) Present' yourself before the court tomorrow.

Rec'ord (noun) (اندراج) There is nothing on record.

Record' (verb) (اندراج کرنا) Please record his statement just now.

De'sert (noun) (ریگستان) Rajputana is a de'sert.

Desert't (verb) (چھوڑ دینا) Do not desert your friends in time of need.

3. **A sentence** is any number of words having a full meaning. It always contains a Finite verb:

Iqbal was a great poet of Pakistan.

A Clause : It is a sentence which is part of a larger sentence :

This is the house *which my father bought.*

A Phrase is a group of words that make sense but not a complete sense. It has no Finite verb :—

On account of, in the long run, on a bicycle.

Note : Every sentence consists of two parts——The *Subject* i.e. the *naming* part and the *Predicate* i.e. The *stating* part. In the sentence "A cow gives milk." *A cow* is the **Subject** and *gives milk* is the **Predicate.**

Exercises.

1. *Point out* **sentences, phrases** *and* **clauses** *in the following* :—

Between you and me. He is a doctor. On the top of the hill. I saw a lion yesterday. He came in when I went out. Do not talk while she is singing. A star in the sky. The sun rises in the east. At a distance of three miles. I do not know when I shall return. Near the top of that mountain. Our journey was pleasant. We reached Lahore early in the morning. Shivering with cold. He knows that I am his friend.

CS CamScanner

II. Point out the Subject *and* the Predicate *in the following sentences* :—

Aslam runs. The man shot a crow. She spoke quickly. The girl reads her book. He laughed at it. He rode on a white horse. Bashir broke the chair. The poor man broke his leg. My aunt asked us to dinner. Learn to do well.

III. Supply Subjects *in the blanks* :—

(1) ——is running on the road. (2) ——are reading their books. (3) ——bark (4) ——fly. (5) ——is a gentleman. (6) ——were fighting with each other. (7). ——was a just ruler of India. (8) ——is a naughty boy. (9) ——broke my inkpot? (10) ——was caught by the police.

IV. Supply Predicates *in the blanks* :—

(1) They——. (2) Akbar.—— (3) I—— (4) Akram and Aslam——. (5) Lions——. (6) Goats——. (7) My father——. (8) His brothers—— (9) A horse and a cow——. (10) Lahore——.

Parts of Speech.

4. Each word in a sentence belongs to one of the *eight* Parts of Speech according to the work it is doing in that sentence. The eight parts of speech are :—

(*i*) **Nouns** : (اسم) *Naming words.* They stand for the names of people, places, animals and things. The word *noun* means *name* : *Ahmad* lives in *Lahore*. He has two *cows*. He is fond of reading *books*.

(*ii*) **Verbs** : (فعل) *Saying words.* They are used for *saying* something about persons or things. The Verb is concerned with *doing* or *being* :

A hare *runs* very fast. Aslam *is* a good student. In Urdu verbs generally end in نا ; as (کھانا - پینا etc.)

Notice the underlined words expressing action i.e. the Verbs :—

We *pull* and *haul* and *push* and *lift* and *drive*.

We *can print*, *plough*, *weave*, *heat* and *light*.

We *can run* and *jump* and *swim* and *fly* and *dive*.

We *can see*, *hear* and *count* and *read* and *write*.

Note : Each of the above-mentioned Verbs say something about what the machines can do.

(*iii*) **Adjectives**: (صفت) *Describing words*. They are joined to nouns to describe them : a *hungry* wolf, a *brown* wolf; a *lazy* boy; a *tall* man.

Exercise : Add a different describing word or adjective to each of these nouns. Choose your adjectives from the following :—

Tall, large, lofty, high, beautiful, ancient, noisy, smart, polite, green, comfortable, alert.

1. A......policeman.
2. An......building.
3. A......motor-car.
4. Tne......baker.
5. A........wagon.
6. A.........tree.
7. A........mountain.
8. A.........woman.
9. A........guard.
10. The guard's......flag.
11. The...........waiting room.
12. An.....station master.

(*iv*) **Adverbs**: (متعلق فعل) *Describing words* that are added to verbs. Just as adjectives are added to nouns to describe them, *adverbs* are added to verbs to modify their meaning. The word *modify*

means *to enlarge the meaning of*: *Slowly* and *sadly* we laid him down. The adverbs *slowly* and sadly modify the verb *laid* by telling how he was laid. They chatted *pleasantly* (modifies *chatted*). The heavy tortoise ran *slowly* (modifies *ran*). She went along *smoothly* and *gracefully* (modify *went*).

Exercise : To each of the verbs in the following sentences add one of these *adverbs* :—

Merrily, carefully, quietly, gracefully, heartily, furiously, noisily, slowly, repectfully, badly.

(1) Happy children were skating———. (2) He walked on the slippery road———. (3) The old gentleman walked on———. (4) A swallow glides——. (5) He laughed——. (6) The hungry lion roared———. 7. The motor horn sounded——down the road. 8. Aslam came——up to the open door. 9. He answered his teacher——. (10) He did his work———.

Note : Besides modifying the meaning of a verb, adverbs also modify *adjectives* and *other adverbs :*

It is a *very* large house. He is *too* weak to walk. He walks *very slowly*. He ran *too* fast.

(*v*) **Pronouns :** Words used instead of nouns to avoid tiresome repetition : Instead of using the word *man* in a composition we often write *he*, *him*, *himself*. In place of the word *woman*, we write *she*, *her* or *herself*. For both the nouns *men* and *women* we use *they*, *them*, *themselves*.

Some of the most common pronouns are :—

Singular : I, he, she, it, me, him, her,

Plural : We, they, our, us, them.

Exercise : Use suitable pronouns in place of the nouns in the following sentences :—

Ahmad had a toy given to Ahmad. Ahmad liked Ahmad's present very much. Ahmad took Ahmad's toy to school with Ahmad and showed the toy to Ahmad's friends.

(*vi*) **Prepositions:** (حروف جار) Words placed before a noun or pronoun to show how the person or thing denoted stands in relation to some other person or thing: as. A house *on* a hill. The word *on* is the preposition. It shows the relation between a *house* and a *hill*. The noun or pronoun that follows the preposition is called its *object*.

(*vii*) **Conjunctiones**: (حروف عطف) *Joining words*. They joins words or sentences. Akram *and* Aslam are good players. Akram went home. *but* Aslam remained behind.

(*viii*) **Interjections**: Words not connected with other parts of a sentence. They are thrown into a sentence to express some feeling of the mind : *Alas* ! my son has failed. Here *alas* is a sound thrown into the sentence to express regret.

N.B.—Notice that the placing of word in this or that part of speech is not fixed. It depends upon the work the words is doing in a particular sentence. Thus the same word may appear as three or four parts of speech. Consider the word *close* in the following sentences :—

1. *Close* the door. (*verb*)
2. Stand *close* to me. (*adverb*)
3. He is my *close* friend. (*adjective*)
4. Bring this discussion to a *close*. (*noun*)

CamScanner

Exercises.

Pick out *nouns, verbs* and *adjectives* in the following sentences :—

1. Now in that garden there lay two men.
2. Behold, an aged gentleman came by.
3. The King has bestowed upon him a very rich and pleasant dwelling.
4. There was a most cruel dog thereabout.
5. Now I saw in my dream that he spoke many good words.
6. It was fine linen, white and clean.

II. Use the following Adverbs and Verbs in sentences of your own :—

Laugh heartily; cry bitterly; smile sweetly; frown sternly; clap joyfully; dance gaily, sing softly; whistle merrily ; talk sensibly.

III. Pick out the Prepositions in the following sentences:—

1. This is very different from what we had expected of him.
2. We must clear up this misunderstanding between us.
3. English people usually talk about the weather when they meet in the street.
4. In the circumstances, I think it is very kind of you to help me with my problem.

The Noun.

5. Nouns are divided into.

(*i*) **Common Nouns**: Names of persons, places and things: The *boy* came to the *office* and sat down at his *desk*.

CamScanner

These nouns are names which can be used for any number of persons, places or things of the same kind : boy, dog, gun, book, chair, man, woman.

(*ii*) **Proper Nouns.** Names of particular persons, places and things : Mr. *Aslam* came to *Lahore* and visited the *Zoo*.

Note:—Proper Nouns always begin with a capital letter : Akbar (a person), Karachi (a city). Capital letters are also used for the first letter in the proper names of the days of the week, the months, special seasons, holidays and festivals :

Sunday: Monday; April, May; Christmas; Bank Holiday; Muharram, Eid.

(*iii*) **Collective Nouns.** Names of groups which are regarded as forming one whole. The *committee* agreed the *library* should be re-furnished.

Some Nouns, such as *crowd*, *regiment*, *fleet*, *herd*, stand for a group of persons or things regarded as forming a whole. These nouns take a singular verb if we are thinking of the group as a whole acting together as one; but if we are thinking of the individuals which compose the group acting separately we use a plural verb :

The fleet *was* at anchor in the harbour of Karachi.

The fleet *were* dispersed by a storm.

The committee *was* of the opinion that the servant should be dismissed.

The committee *were* divided in their views.

Note :—For more collective nouns refer to Chart No. 2—Chapter V.

(*iv*) **Abstract Nouns.** Names of qualities or states. If we describe an apple we can say it is *red, small sweet.* But if we forget about the apple and think of

a quality by itself we form the abstract nouns as *redness*, *smallness*, *sweetness*. Thus an abstract noun relates to *qualities* or *states*, which cannot be seen, touched, heard, smelt or tasted and which are thought of *apart from* any object of sense. Names of sciences as *physics*, *chemistry* are also abstract nouns.

(v) **Material Nouns.** They denote the matter or substance of which things are made :
gold, silver, stone, brick, wheat, cotton.

Note:—Proper, Material and Abstract nouns are used as common nouns when they are written in plural or an article is placed before them :

There are four *Iqbals* in our class.

Hafeez is *the Iqbal* of Pakistan.

I saw a heap of *stones* on the road.

He had *a stone* in his hand.

She is a *beauty*. My father possesses many *virtues*.

Exercises.

I. Make a list of the nouns in the following sentences and state whether each is common, proper, collective, abstract or material.

1. Noah entered the Ark with confidence.
2. The board reached their decision without a vote.
3. The school cheered the headmaster's announcement that there would be a holiday on each Wednesday for a month.
4. This chair is made of wood.
5. That wall is made of stone.
6. Pakistan is a Muslim country.

7. Honesty is the best policy.

8. Virtue is its own reward.

9. Gold is a precious metal.

10. The board of directors decided in his favour.

11. The bale of cotton caught fire.

12. Ali is the top student in our class.

13. A herd of cattle was grazing in the field.

14. I saw a heap of stones on the road.

15. Gama is the Rustam of Pakistan.

16. He is a justice of the peace.

17. Hafeez is the Iqbal of Pakistan.

18. The bear lives in the wood.

6. Number of Nouns.

Nouns have different forms to show whether they mean *one* object or more than one object. Nouns that stand for only *one* are said to be in the **singular number**, nouns which stand for more than one are in the **plural number.**

There are several ways of changing nouns in the singular into nouns in the plural number :—

Rule 1. The usual way is by adding *s* to the singular : flower, flowers; girl, girls.

Rule 2. There are certain words as *church*, *dish*, *brush*, *kiss*, *witch* to which *es* is added to form the plural number, because *s* alone cannot be sounded on the end of such words

Rule 3. Words ending in *y* have the *y* changed to *i* before *es* is added: Baby, babies; army, armies; fly, flies.

Rule 4. Words ending in *o* have *es* added to form the plural; Hero, heroes; potato, potatoes; negro, negroes.

Rule 5. Several nouns have the words changed to form the plural. Man, men; tooth, teeth; mouse, mice.

There are several exceptions to the general rules for forming the plural of nouns; as,

(i) Word ending in *y* preceded by a vowel only add *s*: Boy, boys; day, days; monkey, monkeys.

(ii) Some words ending in *o* only add *s* ; piano, pianos; solo, solos; banjo, banjos.

(iii) Some nouns have the same form of both the singular and plural numbers: Sheep, deer, salmon, trout, cod, score, dozen, pice.

(iv) Some nouns cannot be used in the singular number: tongs, scissors, spectacles, gallows, measles.

(v) In compound words only the principal word is changed from singular to plural: son-in-law, sons-in-law; maid-servant, maid-servants.

Note: For further details refer to Cnart No. 4 Chapter V.

Number and Agreement.

Verbs also frequently change their form for the plural: The boy runs; the boys run. If the subject of the verb is singular then the verb is singular; if the subject is plural the verb is plural. Thus a verb *agrees* with its subject in number: This *is* a white sheep. Those *are* black sheep.

Pronouns also change their form for the plur

Singular	*Plural*
I	we
me	us
he or she	they
him	them
my	our

Exercises.

I. Rewrite the following sentences changing the nouns making other necessary changes i and verbs.

1. The thief found nothing in the shelf.
2. Cut the potato with a knife.
3. Rats, mice and bugs are also very tro
4. Geese can swim but hens cannot.
5. After having offered my morning pra the hill.
6. "Sure", said I, "man is but a shado dream."
7. While I was thus musing I discovere of a rock a man in the garment with a little musical instrument in looked at him, he applied it to his l
8. A granite base also supports the board and opposite the signboard altar or shrine, dedicated to the go over the tradesman and his craft.

II. Give the plural of the following :—

Tooth, foot, thief, hoof, knife, lady, child, son-in-law, deer, pice, sheep.

Pronouns also change their form for the plural:

Singular	*Plural*
I	we
me	us
he or she	they
him	them
my	our

Exercises.

I. Rewrite the following sentences changing the number of the nouns making other necessary changes i.e. in pronouns and verbs.

1. The thief found nothing in the shelf.
2. Cut the potato with a knife.
3. Rats, mice and bugs are also very troublesome to us.
4. Geese can swim but hens cannot.
5. After having offered my morning prayer I ascended the hill.
6. "Sure", said I, "man is but a shadow and life is a dream."
7. While I was thus musing I discovered on the summit of a rock a man in the garment of a shepherd with a little musical instrument in his hand. As I looked at him, he applied it to his lips.
8. A granite base also supports the tall upright signboard and opposite the signboard stands a small altar or shrine, dedicated to the god who presides over the tradesman and his craft.

II. Give the plural of the following :—

Tooth, foot, thief, hoof, knife, lady, monkey, goose, child, son-in-law, deer, pice, sheep.

CS CamScanner

III. *Use the following nouns in sentences to show whether they are singuiar or plural :—*

Alms, news, mathematics, cattle, deer, trousers, furniture, dozen, sheep, hair, poultry.

IV. *Translate into English :—*

۱ - بہت سی بھیڑیں کھیت میں چر رہی ھیں ۔ (sheep)
۲ - وہ میرے لئے دو درجن آم لایا ۔ (dozen)
۳ - کشمیر کے نظارے دلفریب ھیں ۔ (scenery)
۴ - اکبر نے مجھے بہت گالیاں دیں ۔ (abuse)
۵ - اُستاد صاحب نے ھمیں بہت سی نصحتیں کیں ۔ (advice)
۶ - یہ مویشی کس کے ھیں ؟ (cattle)
۷ - وہ عینک پہنے ہوئے تھا ۔ (spectacles)
۸ - شہر کے شرفا وھاں موجود تھے ۔ (the gentry)
۹ - میرے بال سفید ھیں ۔ (hair)
۱۰ - اس کے پاس پانچ روپے کا نوٹ ھے ۔ (five-rupee-note)

7. Gender of Nouns.

The nouns which denote *males* are said to be in the *masculine gender*; those denoting *females* are in the *faminine gender*.

Masculine : boy, man, cock, father, king,

Faminine : girl, woman, hen, mother, queen,

Such things as box, stone, tree, book. are neither masculine nor faminine. They are in the **Neuter gender.**

Words such as child, friend, pupil, may be masculine or faminine. All such words are said to be in the **common gender**

Nouns that denote *females* are formed from Nouns that denote *males* in the following ways :—

(*i*) By adding *ess* : author, authoress; jew, jewess; poet, poetess; god, goddess; lion, lioness.

(*ii*) By adding *ess* after dropping the last vowel : director, directress; hunter, huntress; emperor, empress.

(*iii*) By placing a word before or after : *he*-goat, *she*-goat; grand-*father*, grand-*mother*.

(*iv*) By using a different word : man, woman; boy, girl.

Note :—For details refer to gender chart No. 3, Chapter V.

Exercises.

I. Give the opposite gender of the following :—

Widow, fox, prince, lad, hero, dog, horse, monk, hen, hunter, god, wizard, heir, bullock, deer.

II. In the following sentences change all masculine nouns and pronouns into their faminine forms :—

1. He took his brother's son, Aslam, for that was the name of the boy, and educated him as his own child.

2. The emperor commanded all the wizards to appear before him.

3. On his arrival the Earl went to his hall.

4. The bridegroom was a lad of fourteen and was the son of a local washerman.

5. He took the old gentleman for a widower though he was an old bachelor.

6. A hunter who had killed a number of animals such as lions, wolves, met me at the house of his host.

7. His uncle told Joseph that his god-father had been appointed executor to his will.

III. *Correct the following sentences :—*

1. The lady in the shop was a Jew.
2. The conductor of the bus lost her bag.
3. The witch drew a live snake from his pocket.
4. The duck was now the proud father of a family of six.
5. The horse was carefully tending her foal.

8. Case.

A noun or pronoun is said to be in the **Nominative case** when it is the subject of sentence : *Birds* fly. *He* shoots.

Nouns or pronouns which are objects of sentences are said to be in the **objective case**: Boys run *races*. He catches *them*. She gave *me* a *book*.

Prepositions, like transitive verbs, have also objects: I went with *him*. They laughed at *her*. We notice that the nouns have the same form both in the nominative and objective cases but *Pronouns* change their forms in the objective case; as,

The pronouns *I*, *thou*, *you*, *he*, *she*, *we*, *they* are used only as subjects of sentences and are said to be in the *nominative* case. The pronouns *me*, *thee*, *him*, *her*, *us*, *them* are the object forms and are said to be in the *objective case*.

Nouns which denote ownership are said to be in the **possessive case.** To show possession in the nouns, use the *apostrophe* with an *s* ('s) : Akram's book, Aslam's hat, a dog's head. If the word already ended in *s*, the *apostrophe* only is needed for two 'ss' cannot be sounded together : the babies' class, the fairies' rings, birds' nests, ladies' coats.

N.B. Nouns which are the names of things without life when showing possession do not take an *apostrophe* and *s* : the wheel of the cart : not the cart's wheel, similarly the leg of a chair and not the chair's leg. The ('s) is also used in the following cases :—

(*i*) *Presonified objects* : Nature's gift, Death's door.

(*ii*) *Nouns denoting time, space and weight* :

A day's march, a month's leave, a foot's length, a pound's weight.

(*iii*) *After certain phrases* : At his wit's end, for mercy's sake.

Nouns or pronouns which are used to address somebody are said to be in a **Nominative of Address** : *My boy*, you should be more careful.

When a noun is used with a participle and is separated from the rest of the sentence by a comma, is called a **Nominative Absolute** : The *sun* having set, the farmers went home.

Caution : Be careful to use the nominative case of pronouns after the verb *to be* and its forms (i.e. *is*, *was*, *am*, *are*) for these verbs cannot have objects : Who has done this ? It was not *us* it was *them* (Incorrect). It was not *we* but it was *they* (Correct).

Sometimes the error is due to the use of the subject form of the pronoun after a transitive verb or preposition :

Who are you looking at? (Incorrect)
At *whom* are you looking? (Correct)

Nouns in Apposition

When one noun follows another to describe it, this is said to be in apposition to the noun it described :

Iqbal, the great poet, died at Lahore. Here the noun *poet* is in apposition to Iqbal and is in the same case as the noun *Iqbal* i.e. Nominative case.

II. Tell the case of the nouns in the following :—

1. O, brother, I am not your enemy.
2. Will my friend help the poor.
3. Abdul wrote a letter.
4. Ahmad's horse is lame.
5. I attended a men's club.
6. A cat killed a rat.
7. Akhtar sang a lovely song.
8. The lesson being over, the teacher left the class.
9. The answer being correct, I received full marks.
10. Go to school at once.

III. Put the following into proper possessive form :—

The book of the boys. The uniforms of the soldiers. The wool of the sheep. A journey of five weeks. Leave for three months. On the back of a horse. The faces of the children. The rifles belonging to men. The cave of the lioness. At a distance of half a mile. The worry of a woman.

IV. Use the following nouns as Nominatives of Address :—

Dear friend, My men, Boy, Father, Aslam.

(*b*) Use the following phrases containing the Nominatives Absolute in sentences of your own :—

The sun having set. The box being empty. The policeman having gone. The story finished.

V. Translate into English :—

(A) (۱) محمود کا کوٹ (۲) اُستاد کی کتابیں (۳) مکان کی قیمت (۴) منیر کی ٹانگ (۵) بلی کی دم (۶) کتے کا سر۔

CamScanner

(۷) کمرے کا دروازہ (۸) پرندے کا گھونسلہ (۹) سورج کی کرنیں
(۱۰) قدرت کا قانون (۱۱) دو دن کا سفر (۱۲) درختوں کے پتے
(۱۳) چار دن کی رخصت (۱۴) اسلم کا گھوڑا (۱۵) کمرے کی
کھڑکی ۔

(B) میری کتاب ۔ ان کا مکان ۔ ہمارے دوست ۔ تمہارا لڑکا ۔
اس لڑکی کی بلی ۔ اس کا بھائی ۔

9. Nouns and use of Articles

A and *an* are **Indefinite** articles. *The* is a **Definite** article.

Things that we can count take *a* or *an* in the singular : a pen, an ass, as boy, an owl, a book.

Things that we cannot count do not take the article : milk, poverty, ink, flour etc.

A is placed before nouns beginning with consonant sounds and *an* before nouns beginning with vowel sounds : a book, an owl; a university, an honest man.

Exercises

1. Make The following sentences singular by using the Indefinite articles:—

(1) Cows are animals. (2) Oxen are useful animals. (3) Children are playing. (4) Ants are insects. (5) Englishmen are Europeans. (6) Asses are foolish animals. (7) Boys wear hats. (8) Adjectives are words. (9) Honest men are respected. (10) Class-room have desks (11) I have seen many historical buildings.

CamScanner

II *Add* **a** *or* **an** *where necessary:—*

1. ———chair is made of wood.
2. I saw———lion and——owl.
3. I gave him———egg.
4. Ahmad is———honest man.
5. ———cat has———tail.
6. We write———letter on———paper.
7. ———bread is made from flour.
8. ———sugar as well as———mango is sweet.
9. He looks as stupid as———ass.
10. ———knife is made of———iron.
11. ———eye is blue or brown.
12. I am———young boy but he is———old man.
13. I have———umbrella and———stick.
14. We make——butter and———cheese from milk.
15. Aslam is———honourable man but his son is——— thief.

III. *Say which of the following words can take* **a** *or* **an** *and use them in sentences:—*

School, book, grass, apple, fish, ice, iron, books, girl, university, camel, donkey, dirt, friendship, mountain, wheat, cow, sheep, inkpot ink, honesty.

10. **The definite article** ***the*** is used before a noun that has already been mentioned or is known to the speaker:

(*a*) I have a book and a pencil. *The* book is new but *the* pencil is old.

(*b*) *The* sun rises in *the* East. He has gone to *he* post office *i.e.*. the post office of our village or town which is well-known to us.

11. **Other uses of *the* :**

The is used :—

(*i*) When speaking of particular things : *The* camels of Arabia are fine animals. (Before common noun in the plural). Gama is the Rustam of Pakistan (Before a proper noun). *The* rice of Bengal is superior in quallty. (Before a material noun). *The* height of my friend is six feet. (before an abstract noun).

(*ii*) When a singular noun represents a whole class: *The* cow is a useful animal. *The* lion is the king of the beasts.

(*iii*) Before common nouns which are names of things *unique* of their kind : *The* sun, *the* moon, *the* sky. *the* earth, *the* ocean, *the* President, *the* Governor.

(*iv*) Before adjectives used as nouns : *The* rich are very proud. We should always help *the* poor.

(*v*) Before the names of newspapers, books, nations and communities. *The* Pakistan Times, *the* Quran. *the* English, *the* Christians, *the* Muslims.

(*vi*) Before the names of rivers, seas, oceans and mountain ranges: *The* Ravi, *the* Red Sea. *the* Atlantic Ocean, *the* Himalayas.

(*vii*) With Superlatives: He is *the* best boy in our class

(*viii*) Before the names of important events: *The* Great War, *the* French Revolution.

(*xi*) In place of a possessive pronoun: The stone hit me on *the* leg. (my)

(*x*) Before the names of directions: *the* east, *the* south

12 **The Articles are omitted before :**

(*i*) Common nouns in the plural number used in general sense: *Dogs* bark, *horses* are animals, *farmers* use ploughs. *Roses* are beautiful flowers. *Children* are not always good. *Soldiers* are brave men.

(*ii*) Proper nouns, material nouns, and abstract nouns : *Akbar* is my friend. *Honesty* is the best policy. The wall is made of *stone*.

(*iii*) Certain phrases: (*a*) To catch fire (verb & object). (*b*) At home. (preposition & object).

The following are some of these important phrases ;

(*a*) to cast anchor. to send word, to give ear, to set foot, to leave school. to strike root. to set sail. to shake hands.

(*b*) At rest, at school, at sunset, at night, at ease, at dinner, in bed, in jail, in trouble, in fact, in debt. on foot, on horse-back, on earth, by land. by sea, by day. by night, by train, by bus.

(*iv*) Nouns used as complements: He was appointed *teacher*.

(*v*) Collective nouns in general sense: He is a great favourite with *society*. He is working for *posterity*.

13 **The Position of the Article :—**

The article usually *precedes* the noun to which it belongs: *A* book, *the* college, *an* ox.

If there is an adjective before the noun, the article is placed before both: A black cow, the angry teacher. an ugly girl

But the article follows words like *many*, *such* and *what* Many a man, such a fellow, what a fool he is !

When words like *too*, *how*, as and *so*, come before adjectives, the article is placed after the adjective: It was *too* good *a* news to be true. I found out *how* great *a* sum I had lost This is *as* good *a* watch as any. This *is so* fine *a* watch that I am afraid to lend it.

The article is also placed after *all* and *both*: All *the* boys in the school were friends. Both *the* brothers were absent.

When several adjectives describe the same person or thing, the article is prefixed to the first only but when the adjectives refer to different persons or thing, the article is used before each: *A* black and white cow *was* grazing in the field (one cow). *A* black and *a* white cow *were* grazing in the field (two cows).

Study the special uses of Articles in the following sentences :

(*i*) A good boy and *a* girl (girl is not good) A good boy and girl (both are good).

(*ii*) She is *a* better singer than *a* dancer (two girls). She is *a* better singer than dancer (one girl).

(*iii*) Give me half *a* rupee (change). Give me *a* half rupee (one coin i.e. fifty paisa).

(*iv*) I go *to* school (for study). I go to *the* school (for some other purpose). He went *to* sea (for becoming a sailor). He went to *the* sea (for some other purpose). He went *to* jail (he was imprisoned). He went to *the* jail (he visited the jail).

(*v*) Make *a* room for me (get a room ready for me) Make room for me (accommodate me).

CamScanner

Exercises

I. *Use* **a, an** *or* **the** *in the blank spaces in the following sentences :—*

1. Get me — cup of tea.
2. — rich are not always happy.
3. Urdu is — easy language.
4. — Indus is a great river.
5. —boy ate — egg for his breakfast.
6. — inch is one-twelfth of — foot.
7. He is — worst boy in the class.
8. — train arrived — quarter of — hour earlier.
9. It was — historical event of great importance.
10. — umbrella is not of much use in — storm.
11. — sun rises in — east and sets in — west.
12. In — sea there was — island where not — bird was found.
13. — eye of — artist is very accurate.
14. I bought — apple and — orange from — man.
15. They saw — animal hiding in — forest.
16. I held him by — nose and gave him — slap.
17. What — clever boy he is !
18. Both — brothers were present in — school.
19. — next performer spread upon — ground — cloth about — size of — sheet.
20. One day — Arab fell into — hands of his enemies.

CamScanner

PRONOUNS

14. **Personal Pronoun** stand instead of the names of persons. They have different forms according to the person who is supposed to be speaking :

(*a*) *First Person*—the one speaking, as ; I, we, me, us, mine, our, ourselves.

(*b*) *Second Person*—the one spoken to, as; thou, you, thine, thee, yours, yourself.

(*c*) *Third Person*—the one spoken of, as; he, she, it, his, him, they, them, herself, himself, themselves.

The pronouns *thou*, *thine*, *thee* are not now generally used. They are used in prayers and Scriptures : Arise and help us *thou*! Mysterious are *thy* ways, O God !

Possessive pronouns such as *mine*, *ours*, *yours*, *hers* and *theirs* are used :

(*a*) When the pronoun is separated from its noun by the verb : This book *is* mine.

(*b*) When the noun is understood : My horse and *yours* are tired.

(*c*) When the pronoun is preceded by **of** : That horse *of* yours is tired.

The following table shows the different forms of pronouns :—

Persons		*Nominative case*	*Possessive case*	*Objective case*
First person	singular	I میں	my میرا	me مجھے
,,	plural	we ہم	our ہمارا	us ہمیں
Second person	singular	thou تم	thy تمہارا	thee تمہیں
,,	plural	you	your	you
Third person	singular	he, she, it	his, her, its	him, her, its
,,	plural	they وہ	their اسکا	them اسے

Note:—After *between* and *let*, the pronouns are used in the objective case : Come and sit between Aslam and me. Let us go home now.

The conjunction *than* may be followed by either Nominative case or objective case according to the sense :

I love you more than *he* (does).

I love you more than *him* (than I love him).

Exercises

I. Put the correct Pronoun in the following sentences :—

1. He is taller than (me, I).
2. Let you and (me, I) be friends.
3. We are much stronger than (they, them).
4. He told Akbar and (I, me) to go with (he, him).
5. There is a quarrel between (her, she) and (I, me).

II. Supply the personal pronouns which are omitted in the following sentences :

1. Suraya is——sister. She brought me——book.
2. After the servants had done——work, the master sent——away.
3. You should not take this apple: it is——, not——.
4. Take this letter and post——.
5. Abdullah is waiting; tell——to come in.
6. A tree is known by—fruit.
7. The King and Queen at first took——servants with ——, but on the second day of——journey the King sent——men back, and on the third day the Queen sent——maids.

8. I am——obediently.

III. *Put pronouns in the place of the nouns written in italics:—*

1. I told Aziz that the snakes seen by *Aziz* in the garden would do *Aziz* no harm, if *Aziz* left the *snake* alone to go the *snake's* own way.

2. A dog was carrying an umbrella for the *dog's* master. Some boys tried to take away the *umbrella* from *the dog*. But *the dog* was too quick for *the boys*. *The dog* ran past *the boys* at full speed, and carried the umbrella safely out of *the boys'* reach.

15. **Relative Pronouns.**

Who whom, which and *that* are called *Relative Pronouns.* They are called relative because they *relate* to some word in the main clause. The word to which the relative pronoun relates is called the **Antecedent.**

The *man who* sits in front is the observer. Here, *who* is a relative pronoun and *man* is its antecedent.

Who (whom, whose) used for *persons*: The man *who* came. This is the girl *who* won the prize.

Which is used for the lower animals and things without life: The dog *which* barks, the book *which* was lost.

That is applied both to persons and *things. That* is used instead of *who* or *which* in the following cases :—

(*a*) After the superlative degree of adjectives :
This is the best picture that I ever saw.

(*b*) After two antecedents, one requiring *who* and the other *which*: The *boy* and the *dog that* you saw.

(*c*) As the restrictive relative :

The book *that* I bought is lost.

As is used as a relative after *such, as* and *same* : His answer was *such as* I expected. *As* many *as* I saw. His book is the *same as* mine.

After *same*, *that* is also used : This is the *same* mistake *that* you made yesterday.

16. **There are two important rules for you to remember when using relative pronouns :—**

Rule 1. The relative pronouns must be placed as near as possible to its antecedent :

Mary had a faithful dog *who* was a good girl. (incorrect)
Mary, *who* was a good girl, had a faithful dog. (correct)

Rule 2. A relative pronoun must agree with its antecedent in number and person :

The lion *who* had spared the mouse was taken in the hunter's nest. (incorrect)

The lion *which* had spared the mouse was taken in the hunter's nest. (correct)

The boy had six marbles which *was* quickly lost. (incorrect). The boy had six marbles which *were* quickly lost (correct): for antecedent of *which* is *marbles*, and as this noun is plural, the verb should be *were*.

Rule 3. The clauses introduced by *non-defining* relatives should be enclosed between commas but no commas are used for clauses introduced by *defining* relatives :

(*a*) My brother Hussain, who lives in Karachi, gave me this book.

(*b*) The man who lives in Karachi gave me this book.

In (*a*) the relative does not define the subject. The main clause "My brother Hussain gave me the book" is quite clea-

without the relative clause. "Who lives in Karachi" It only adds to information. But in (*b*) the main clause "The man gave me this book" is not clear : the defining relative clause "Who lives in Karachi" is therefore necessary to complete its meanings.

17. Interrogative Pronouns.

Who, what, which are also used as Interrogative Pronouns:

Who wrote this book? (for persons only)

What is your name? (for things)

Which is yours?—this one or that?

Which boy here is your friend?

Whose book is this?

Whom do you want?

Exercises

1. Point out the relative pronouns and their antecedents in the following sentences :—

1. He met the man whom I saw yesterday.
2. We love those persons who are kind to us.
3. The ground which we dig will bear a fine crop.
4. Is this a dagger which I see before me?
5. He lost the box of clothes which I brought.
6. The child whose parents are dead is an orphan.
7. A boy who is attentive is sure to excel.
8. Can there be as great a monster as you have described.
9. He is not such a good scholar as I expected.

II. Add relative pronouns to the following sentences :—

1. The street——leads to the school is very dirty.
2. The person——is sitting next to me is a fool.
3. The doctor——she visited is very famous.
4. The pen ——I lost was very fine.
5. The teacher——name I can never remember, punished me yesterday.
6. His father.—has been to America, has just returned.
7. This is the girl——purse has been stolen.
8. The man——is sitting at the desk is my teacher.
9. Air——we breathe, is made of oxygen and nitrogen.
10. He is a famous philosopher, about——many books have been written.
11. Is this the man——name is so honoured?
12. The man——I met today was an old friend.
13. He gets——he asks.
14. He is not such a clever student ——you are.
15. He has forgotten——he said yesterday.

III. Correct the following :—

The bird who sings. The man which came. The ape who climbs the tree. The horse who carried me. The girl which sings. The ox who draws the plough. The man which drives the ox.

IV. *Add a question-word to the following questions:—*

1. ——is that small boy?
2. ——trees grow in Pakistan?
3. ——is your telephone number?
4. Here are the pens.——is yours?
5. ——is coming to tea?
6. ——colour is it?
7. ——is the name of your tailor?
8. ——teaches you English?
9. ——are you learning now?
10. ——makes your shoes?
11. ——is the answer to my question?
12. ——went with you to Karachi?
13. ——bus goes to the courts?
14. ——is wrong with your watch?
15. ——gave you this book?
16 ——is the way to the station?
17. ——has taken may knife?
18. —— did you see yesterday?
19. ——book is this? mine or yours?

V Translate into English :—

(A) ۱ - یہ وہ لڑکا ہے، جس نے انعام حاصل کیا -

۲ - یہ وہ کتاب ہے، جو کہ میں نے کل خریدی تھی -

۳ - جس آدمی کو تم نے کتاب دی تھی ، اسے پولیس نے پکڑ لیا ہے -

۴ - جس مکان میں ہم رہتے ہیں ، وہ گر گیا -

۵ - یہ وہی لڑکی ہے ، جس کا باپ ڈاکٹر ہے -

۶ - یہ وہی کتا ہے ، جو میرے باپ نے خریدا تھا -

۷ - ایک آدمی اور ایک کتا ، جو سڑک پر جا رہے تھے وہ غائب ہو گئے ہیں -

۸ - اس سے بہتر کتاب میں نے آج تک نہیں دیکھی -

۹ - وہ قلم جو میں نے کل خریدا تھا ، آج کھو گیا -

۱۰ - تم کل دفتر میں کس کو ملے تھے -

۱۱ - ان لڑکوں میں سے تمہارا کون سا دوست ہے ؟

۱۲ - میری کتاب کس نے چرائی ؟

۱۳ - تمہارے والد کون ہیں - اور کیا کام کرتے ہیں ؟

۱۴ - یہ قلم کس کا ہے؟

۱۵ - سڑک پر کون جا رہا ہے ؟

(B) (۱) سانپ کو کس نے مارا - (۲) یہ کس کا سائیکل ہے -
(۳) اسکے ہاتھ میں کیا ہے - (۴) تمہاری کتاب کون سی ہے -
(۵) تمہارا انگریزی کا استاد کون ہے - (۶) تم کل کس کو ملے تھے -
(۷) تم اب کس کو ملنا چاہتے ہو - (۸) میری سلیٹ کس نے توڑی
(۹) تمہارے دھوبی کا کیا نام ہے - (۱۰) تمہارے والد صاحب کیا کام کرتے ہیں -

CHAPTER II

The Verb

17. The **Verb** is concerned with *doing* and *being*. Its function is to make statements, to ask questions, and to give orders. It is the *keyword* in every sentence. The English verb is inflected i.e. it undergoes a change of form according to changing conditions. These conditions are known as *Mood, Tense, Voice* and *Number*.

A. Mood

18. The great majority of sentences have their verbs in the **Indicative Mood** with which we make statements and questions: He *went* for a walk. *Did* he go for a walk ?

To give orders we use the **Imperative Mood** ; *Come* here. Please, *go* there.

To express *wish, hope, fear, doubt, condition,* we occasionally use the **Subjunctive Mood**, but this is falling more and more into dis-use in English :

Long *live* the king ! If I *were* you. If this *be* true. *May* you *fail*, as you deserve.

B. Kinds of Verbs

19. A verb sometimes consists of two parts ;

I *can run*. I *shall give* you a book.

Here, *run* and *give* are called the **Principal Verbs** and *can* and *shall* are called the helping verbs (i.e. **Auxiliaries**).

The chief Auxiliary Verbs are :

1. Verb *to be* and its forms (is, am, are, was, were, been). 2. Shall and will. 3. Can, could. 4. May, might. 5. Have, has, had. 6. Do, does, did. 7. Must. 8. Need. 9. Dare. 10. Should, would.

Transitive and Intransitive Verbs

20. *Transitive* means going across ; and a transitive verb is one in which the action passes from the subject to something else which is called the *object*. Thus in the sentence, *Aslam shot a bird*, the act of shooting passes over from Aslam (subject) to the *bird* (object). *Shot* is therefore a **Transitive verb.**

Those verbs which do not require an object are called **Intransitive Verbs** : He *runs*. The child *sleeps*.

Exercises

1. *Supply objects to the following transitive verbs* :—

1. He laid——on the table.
2. He raised——
3. A cat chased——
7. The hen laid——.
5. The police ordered——to go away.
6. He told——.
7. I caught——yesterday.
8. The cow eats——.

Some transitive verbs have two objects :

He gave *me* a *book*.

Me is called an **Indirect Object.**

A book is a **Direct Object.**

N.B. An Indirect Object always denotes some *person* and direct object. a *thing*.

The verbs *be, am, is, are, was. were* cannot take objects, for they do not state actions being done e.g *Nasir is a soldier* does not mean that Nasir did something to a soldier but simply states that Nasir and the soldier are the same person. The word *soldier* is called a **complement.**

These verbs therefore cannot take objects. Thus we do not say, I am *him* of whom you were speaking ; but. "I am *he* of whom you were speaking".

The Infinitive

21. There are four parts of the verb which do not change their form with changing conditions. These are called **Infinite Verbs,** since they are not finite or limited by tense. number, person etc. They are :—

(*i*) **The Infinitive Proper** : to go, to see, to write.

(*ii*) **The Present Participle** : going, seeing, writing.

(*iii*) **The Past Participle** : gone, seen, written.

(*iv*) **The Gerund** or the verbal noun. It has the same form as the present participle : His *writing* is bad. I examined his *writing*.

The Infinitive is the name of the verb and is usually preceded by the word *to*. It can also be used as a noun :

To err is human. *To rise* early is a good thing.

To is omitted after certain verbs :

I *made* him stand.

I *bade* him go

You *need* not worry.

He *dare* not touch me.

We *watched* him go.

The sailor *saw* the ship sink.

To is also omitted after *had rather, had better, would rather* :

I *would rather* go than stay.

You *had better* go home.

After *may, must, can, will, do,* the word *to* is omitted :—
He *must* go. They *can* come. You *may* leave.

Participles

22. *The participles* are part adjective and part verb. In the sentence : "Moses gazed at the burning bush" it is the adjectival quality of the present participle *burning* that is predominant ; in the sentence ; "Moses saw that the bush was *burning*". *Burning* is now used with the auxiliary *was* to form a compound tense and its verbal quality is predominant. Same is the case with a past participle :

He gave a *written* statement. (Adjectival)

The statement was *written* by him. (Verbal

The Participles are used :—

(*i*) **As adjectives attributively** :

Barking dogs seldom bite.

He shot a *flying* eagle.

This is a *forgotten* story.

He is a *retired* soldier.

CamScanner

(*ii*) **As adjectives predicatively :**

I saw him *running.*

I found him *weeping.*

We heard the lion *roaring.*

This problem seems very *complicated.*

You seem very *excited.*

This glass looks *broken.*

(*iii*) **As a Participle phrase :**

Lying on my bed, I thought about my lessons.

Pointing to the sea, the man showed me seven ships,

(*iv*) **With the Nominative Absolute :**

The sun *having set*, we hurried home.

Weather *permitting*, the game will begin at 5'o clock.

Note. It is necessary to remember clearly the difference between an ordinary participle phrase and a Nominative Absolute. The participle in an ordinary phrase is related to the *subject* of the sentence while in a Nominative Absolute, the participle is related to the Nominative Absolute and has nothing to do with the subject of the sentence :

Seeing the danger, *I* shouted to the boy.

Here, *Seeing* qualifies *I*, the subject of the sentence.

The bell *having rung*, *we* entered our class-rooms.

Here, the participle has nothing to do with *We*, the subject of the sentence.

23. **The Gerund** or verbal noun is part verb and part

noun. The gerund and the participle both have the same form but they are different from each other in function ; *the present participle* does the work of an adjective. the *gerund* does the work of a noun : e.g.

Singing should be taught to every boy. (gerund)

Nightingale is a *singing* bird. (present participle)

Note :—A noun or pronoun must be in the *possessive case* when placed before a gerund :

I dislike *your* making bad friends.

I was prepared for your *friend's* coming.

Exercises

1. *Complete the following sentences using gerunds* :—

Example : Do you mind (I, come) too ?
Do you mind my coming too.

1. Do you mind (I, smoke) a cigarette ?
2. He loves (swim) in the early morning.
3. I don't understand (he, forget) to answer my letters.
4. Why do you keep (ask) the same question ?
5. I remember (they, tell) us the way to the zoo.
6. Father agreed to (I, become) a doctor.
7. Did you do without (he, ask) you ?
8. I must insist on (he, go) early.
9. Please forgive (we, be,) late.
10. I'll never forget (you, help) me with this problem

II. *Pick out the Infinite verbs in the following and state whether it is a participle, an infinitive or a gerund.*

1. I saw him lying in his bed.
2. He had the cycle repaired in his presence.
3. I went to see my friend yesterday.
4. The written answer is better than our talk.
5. We saw him in the garden playing tennis.
6. The reading of good books is very useful for students
7. His gambling annoyed me.
8. To rise early is a good habit.
9. The order to fire was given by the magistrate.
10. While writing the letter, I upset the inkpot.
11. Swimming is a good exercise.
12. Turning to his friend, he pointed out the ruined castle
13. I object to his making so many mistakes.
14. We found him talking to his friend.
15. I am working hard to pass the examination.

III. *Write sentences beginning with the following participle phrases :—*

Hastening forward. Passing through the desert.

On hearing this strange question. In searching the woods. Walking towards the river. On receiving the report. On arriving at the post-office.

CS CamScanner

IV. *Use in sentences the following participles as adjectives :—*
Encouraging, refreshing, willing, shocking, charming, excited, broken, dead, burnt.

V. *Use the following gerunds as subjects :—*

Shooting, sewing, roaring, teaching, singing, writing.

VI. Translate into English (use of participles) :—

۱- میں نے اس کو ہنستے دیکھا ۔
۲- اکبر میرے پاس روتا ہوا آیا ۔
۳- اس نے مجھے بہت انتظار میں رکھا ۔
۴- ہم کھانا کھا کر سو گئے ۔
۵- وہ تھک کر درخت کے نیچے لیٹ گئے ۔
۶- وہ اپنا کام ختم کر کے گھر کو چلے گئے ۔
۷- زخمی سپاہی کل مر گیا ۔
۸- وہ شیر کو دیکھتے ہی بھاگ گیا ۔
۹- یہ ایک بھولی ہوئی کہانی ہے ۔
۱۰- میں نے اسے خط لکھتے ہوئے دیکھا ۔

Number and Person

24. The verb of a sentence must agree with its subject in number :—

Singular verbs	*Plural verbs*
He is	They are
He has	They have
He sits	They sit
He was	They were
He does	They do

Exercises

1. Re-write the following sentences using all the nouns and verbs in the plural number :–

   1. A well-built house has many windows.
   2. The goat is in the green meadow.
   3. A letter was received telling that the boy had arrived safely.
   4. A labourer was ploughing the field.
   5. A happy bird is singing in the tree.
   6. A pleasure boat is round the island.
   7. Have you heard of the dragon which is found in the land?
   8. How brightly the star is twinkling!
   9. The rat has become a pumpkin.
   10. His brother attends school regularly.

C. Tenses

25. Tense indicates the *time* covered by the verb. The three main tenses are :

Present, Past and Future.

Thus : he *works* (Present) ; he *worked* (Past) ; he *will work*. (Future).

Today he *plays* (Present). Yesterday he *played* (Past). Tomorrow he *will play* (Future).

26. Most Verbs have different forms to express the *time* at which events happen. The following four forms of the verbs should always be remembered :

CamScanner

I	II	III	IV
Present	*Past*	*Past Participle*	*Present Participle*
do	did	done	doing
write	wrote	written	writing
know	knew	known	knowing
give	gave	given	giving

Note:—For more forms of verbs refer to Chart No. 1, Chapter V

Following are a few important verbs that form their Past and Past Participle by adding *d* or *ed* to the first form : e.g. Act, acted, acted, kill, killed, killed :—

Act, advise, add, agree, allow, appear, attack, boil, behave, believe, call, care, change, clear, earn, enjoy, expect, fail, finish, fill, follow, govern, ground, guess, hate, help, hear, hope, inform, pass, play, please, pull, pray, promise, punish, push, reach, request, respect, rush, receive, sail, seem, start, succeed suffer, suppose, surprise, talk, thank, touch, treat, trouble, turn, tease, use, visit, wait, walk, want, wash, waste.

27. We get the following very important tenses by using these four forms of verbs :—

The First Form

(i) *Present tense* (فعل حال) : I *go*, we *go*, you *go*, he *goes*, they *go*.

(ii) *Future Tense* (فعل مستقبل) : I shall *go*, we shall *go*, you will *go*, he will *go*, they will *go*.

The Second Form

(iii) *Past Tense* (ماضی مطلق) : I *went*, we *went*, you *went*, he *went*, they *went*.

The Third Form

(iv) *Present Perfect* (ماضی قریب) : I have *gone*, we have *gone*, you have *gone*, he has *gone*, they have *gone*.

(v) *Past Perfect* (ماضی بعید) : I had *gone*, we had *gone*. you had *gone*, he had *gone*, they had *gone*.

The Fourth i.e. the ing form

(vi) *Present Continuous* (فعل حال جاری) : I am *going*, we are *going*, you are *going*, he is *going*, they are *going*.

(vii) *Past Continuous* (ماضی جاری) : I was *going*, we were *going*, you were *going*, he was *going*, they were *going*.

Note : As these seven tenses are in common use, it is advisable to master them first before taking up all the twelve tenses given in the table at page 44.

Exercises

I. Give the four forms of the following verbs and use them in sentences of your own :—

dig, appear, help, do, bite, punish, succeed, tell. find. wash.

II. Translate into English :—

۱ - میں نے کل خط لکھا - وہ اب خط لکھ رہا ہے - احمد خط لکھ چکا ہے -

۲ - وہ سبق یاد کر رہا تھا - میں نے سبق یاد کر لیا ہے - ہم شام کو سیر کرتے ہیں -

۳ - وہ آہستہ آہستہ دوڑتا ہے - وہ تیز دوڑا - ہم تیز دوڑینگے -

Table No. 1 (Active)

Tense	Present	Past	Future
Indefinite	I play. میں کھیلتا ہوں He plays وہ کھیلتا ہے	I played. میں کھیلا He played وہ کھیلا	I shall play میں کھیلوں گا He will play وہ کھیلے گا
Continuous	I am playing میں کھیل رہا ہوں He is playing وہ کھیل رہا ہے	I was playing میں کھیل رہا تھا He was playing وہ کھیل رہا تھا	I shall be playing میں کھیل رہا ہونگا He will be playing وہ کھیل رہا ہوگا
Perfect	I have played میں کھیل چکا ہوں He has played وہ کھیل چکا ہے	I had played میں کھیل چکا تھا He had played وہ کھیل چکا تھا	I shall have played میں کھیل چکا ہوں گا He will have played وہ کھیل چکا ہوگا
Perfect Continuous	I have been playing میں کھیلتا رہا ہوں He has been playing وہ کھیلتا رہا ہے	I had been playing میں کھیلتا رہا تھا He had been playing وہ کھیلتا رہا تھا	I shall have been playing میں کھیلتا رہا ہوں گا He will have been playing وہ کھیلتا رہا ہوگا

CamScanner

Table No. 2 (Passive voice)

Tense		Present	Past	Future
Indefinite	(A)	I eat a fish	I ate a fish.	I shall eat a fish.
	(P)	A fish is eaten by me	A fish was eaten by me.	A fish will be eaten by me
Continuous	(A)	I am eating a fish	I was eating a fish	—
	(P)	A fish is being eaten by me	A fish was being eaten by me	
Perfect	(A)	I have eaten fish	I had eaten a fish	I shall have eaten a fish
	(P)	A fish has been eaten by me	A fish had been eaten by me	A fish will have been eaten by me
Perfect Continuous		—	—	—

Note that the *3rd form* i.e. Past Participle of the Principal Verb has been used in the Passive Voice and the tense is formed by the verb *to be*. The following are the various tenses of the verb *to be* :—

Present—is, am, are.

Past—was, were.

Present and Participles—being, been.

Exercises

I. (*a*) *Form sentences using the following* verbs :—

write, sing, teach, catch, get, go, run, see, burn, begin, choose, drink, fly.

(*b*) Form sentences using the second form of the above verbs.

II. *Form sentences using the third form of the following verbs* :—

Drive, forget, give, hide, lie, lay, speak, steal, swim, write.

III. *Write sentences with the following forms of the verb in them* :—

killed, am waiting, has drunk, saw, are reading, was running, has done, caught, have shown, taught, has given, is telling, were writing, have reached.

IV. *Supply Past Participles i.e., the third form of the appropriate verbs in the blanks* :—

1. He has — a letter. 2. They have — a bird. 3. I have — a lion just now. 4. When he reached the station, the train had—. 5. We had — our houses before he arrived.

Negative and Interrogative forms.

28. The *Negative* form is used in denying. It requires *not* if there is an auxiliary. *Not* is inserted *after* the auxiliary. We will *not* get it. I am *not* running. He has *not* seen a lion. He is *not* a good boy. I am *not* a fool.

If there is no auxiliary, **do**, **did** or **does** are put before not :

I *do* not wish to go. He *did* not wish to go.

He *does* not wish to go. They *do* not wish to go.

N.B. : Note the use of *does* with the third person singular number in the present tense :—

I write——I *do* not write.

We write—we do not write.

She writes—she does not write.

You wrote———you *did* not write.

He writes———He *does* not write.

They write—they do not write.

29. The **Inerrogative form** is used in asking questions. It is formed by putting the auxiliary before the nominative :

Shall I go?

Shall we go?

Is he a good boy?

Are they good boys?

Can you lift this stone?

May I come in?

Have you seen a lion?

Has he seen a lion?

If there is no auxiliary, **do. does, did** are placed before the Nominative.

Do I write well?

Do we write well?

Does he write well?

Do they write well?

Did you hear the noise?

Do you write well?

CamScanner

Exercises

1. *Make the following statements (i) negative (ii) questions* :—

(*a*) 1. You must tell him everything.

2. Afzal can leave now.

3. He must do it now.

4. We can see from here.

5. She has a brother.

6. I have a book.

(*b*) 1. He reads well.

2. It costs a rupee.

3. They play cricket.

4. I keep it in my pocket.

5. He knows English.

6. She swims well.

7. Aslam likes cakes.

8. I live in this house.

9. The cat caught a rat.

10. She wrote a letter.

(*c*) 1. I broke a cup.

2. She came early.

3. I know his name.

4. He sweeps the room.

5. He did his work well.
6. We ring a bell.
7. The boy threw a ball.
8. They drink tea every day.
9. Your dog bites me.
10. The river freezes in winter.

II. *Put the following sentences into the Negative form* :—

I like him. He told me. Bid them go away. The two boys fought with each other. Come with me. The sun shines. The cock crows early. He will come. You are fortunate. My brother went away. I am well. I have finished my exercise. We found them at home. We saw a lion. Ahmad wears a cap. Afzal wants some bread. I am reading a book. The hunter has shot two birds. She was weeping bitterly. The lion has killed a deer. The woman carried the child. He told us a story.

III. *Put the following into the Interrogative form* :—

I shall go. He is there. We have some oranges. Your father paid him. She has finished the book. He has received my letter. You like music. They did not understand the question. There is a tiger in the jungle. He sings a song. I get up early in the morning. I ate two apples. You took my pen. She plays tennis. The sweeper swept my room.

IV. Correct the following errors :—

Why you come ? What they are doing ? When the battle of Panipat was fought ? You were absent yesterday ? Why you told my father ? Why you tell lies ? How the carpenter does his work ? The teacher has come or not ?

CamScanner

V. Translate into English (All tenses).

(Present)	1۔ ماسٹر صاحب ہم کو سبق پڑھاتے ہیں ۔
(Past)	2- ماسٹر صاحب نے ہم کو سبق پڑھایا ۔
(Future)	3- ماسٹر صاحب ہم کو سبق پڑھائینگے ۔
(Present Continuous)	4۔ ماسٹر صاحب ہمیں سبق پڑھا رہے ہیں ۔
(Past Continuous)	5۔ ماسٹر صاحب ہمیں سبق پڑھا رہے تھے ۔
(Present Perfect)	6- ماسٹر صاحب نے ہمیں سبق پڑھایا ہے ۔
(Past Perfect)	7۔ میرے سکول میں جانے سے پہلے استاد صاحب سبق پڑھا چکے تھے ۔
(Past Perfect Continuous)	8- استاد صاحب دو گھنٹے سے سبق پڑھا رہے ہیں ۔
(Past Perfect Continuous)	9- استاد صاحب دو سال سے یہ کلاس پڑھا رہے تھے ۔

CS CamScanner

(Future Continuous)	10- استاد صاحب سبق پڑھا رہا ہو گا۔
(Future Perfect Continuous)	11- لڑکے چار بجے سے ہاکی کھیل رہے ہونگے۔
(Future Perfect)	12- ہیڈ ماسٹر صاحب کے پہنچنے سے پہلے لڑکے میچ ختم کر چکے ہونگے۔

**Note* : The use of Future Continuous and Future Perfect Continuous is generally avoided. They are replaced by Simple Future and Future Perfect respectively.

Uses of Tenses

30. Simple present tense and **Present Continuous** tense :—

The present continuous describes the actual present moment i.e. *Now*. The *simple present tense* is used for permanent or general statements and acts that are *habitual* or *usual* :

We are sleeping now. (real present)

We sleep at night. (habitually—simple present)

Note : The third person singular ends in simple present tense :—

He reads. He goes. Ahmad writes. She sings.

The following exercise practises this ending, which students often carelessly omit :

CamScanner

Exercises

I. *Write the following sentences in the singular* :—

1. The boys wake up at six o'clock, wash, dress quickly and run to the school.
2. My friends like meat, but do not like fish.
3. The children play all the morning and sleep in the afternoon.
4. They eat their lunch at 1 p.m.
5. Birds build their nests in the summer.
6. They wash their hands with water.
7. They live in small houses which have only two rooms.
8. They hit their dog with a stick.
9. They sit at the window and watch the traffic.
10. When our friends go to Karachi, they enjoy the sea air and live as free birds.

II. *Express the following sentences in the present tense* :—

1. Ali wrote a letter.
2. The horses were in the field.
3. He rose to his feet and went his way.
4. The trees had many leaves.
5. He was a lazy boy.

7. The news flew like lightning through the land.
8. This child will serve his country as his father did.
9. He plunged headlong into the stream.
10. We saw a bird in the tree.

31. Past Tense : It denotes an action that took place in the past.

The following time-adverbs are always associated with this tense :—

Ago, yesterday, last night, last year, in 1962 etc.

I met him ten years *ago*. He came here last night.

I met him *yesterday*. He did in 1960.

Exercises

1. *Put the following sentences in the Past tense* :—

1. He does his work well.
2. I choose a pen.
3. They have a cow.
4. The peon rings the bell.
5. He leaves at seven.
6. The soldiers fight the enemy.
7. He smokes a cigarette after lunch.
8. I know his name.

9. Ahmad teaches us English.

10. It begins to rain.

Put the following sentences in the Past tense, using the time-adverbs given in the brackets in place of the adverbs in bold type :—

1. He **sometimes** sleeps in the open. (last night)
2. Aslam **never** pays his bills. (last month)
3. The train **always** starts very early. (this morning)
4. The class **usually** begins at 10 o'clock. (yesterday)
5. They **often** sleep in the afternoon. (today)

32. (*a*) **Future tense** (simple)

The pattern for the simple future tense is :—

I or *we* **shall** write.

He or *she, you, they* **will** write.

Exercises

I. *Put the following sentences into the simple future tense :—*

1. I never believe you.
2. You should work hard.
3. He does not like it.
4. They come here everyday.
5. A boy likes a game.
6. A girl like a sweet.

CamScanner

7. They came here last year (next year).

8. We took our examination in 1960. (in 1970)

9. We work harder this year. (next year)

10. She loves her brother.

II. Report the following extracts in the future tense :—

1. Nation rises against nation and war continues till the end of time.

2. But perhaps a great man appears and persuades the nations to cease their strife.

3. A universal parliament sways the world and the common sense of the union of nations prevents any kingdom from disturbing the peace.

4. At last comes the Millennium, dreamed of by the prophet ; when the lion lies down with the lamb, and nothing hurts or destroys throughout a world which slumbers in peace.

(*b*) *Future Tense expressing the speaker's intention, promise, determination or a threat. This is done.*

by reversing the pattern of **shall/will will/shall**

I or we *will* play as ;

He, she, you, they *shall* play,

Thus, *will* with the first person shows the speaker's *intention* or *promise :*

I will lend you my bike tomorrow=

I promise to lend you my bike tomorrow.

I will help you=

I intend to help you *or* I am determined to help you.

Shall with the second and third persons expresses the speaker's promise, insistence, or prohibition :

You shall have your pen tomorrow=

I promise to give you your pen tomorrow.

You shall not leave today = I forbid you to leave.

Exercise

Complete the following future sentences with *shall* or *will* :—

1. You——have a car of your own when you are older.
2. I——pay you next month.
3. You——not go without my permission.
4. We——see that you improve your conduct.
5. I——shoot you dead if you move.

33. In Urdu sentences both the clauses (i.e., the main clause and the subordinate clause) are expressed in the future tense ; as,

جیسا کروگے ویسا بھروگے ۔ وہ آئے گا تو میں جاؤں گا ۔

But in English conditional clauses and the clauses with *time* conjunctions are expressed in *present tense* :

I shall go *when* he comes. I shall ask him *before* he leaves. He will pay you *as soon as* he gets the money. He will come *if* you *call* him. You will not succeed *unless* you *work* hard.

Perfect Tenses

34. Present Perfect Tense :

This very common tense is one that students usually find difficult to use properly. This tense tells us about an act completed by now : I have finished my work. He has *already* written two letters. I have *not* finished my work *yet*.

(*a*) This tense also indicates an action begun in the past and has lasted upto the present and is still continuing :

He has lived here for five years. (He is still living here)

(*b*) This tense is often confused with the Past tense. It should therefore be noted that we cannot use Present Perfect if a *definite time* in the past is mentioned : وہ کل لاہور گیا ہے۔

He left for Lahore yesterday *and not* he has left Lahore yesterday.

(*c*) Apart from the two adverbs *already* and *yet* the words *since* and *for* are commonly used with this tense :

I have lived here *for* two years. I have lived here *since* 1960.

Since is used for a *point* of time :

Since Monday, since yesterday, since 4 o'clock, since 1960, etc.

For is used for a *period* of time :

For two days, for three hours, for a week, for several years, for a long time, for one month, etc.

35. **Present Perfect Continuous.** It is used for an action that is not *completed* by the present moment, but is still going on :

I have been writing this book for two years. I have been writing this book since 1960.

This tense is often confused with simple continuous tense due to its identical construction in Urdu :

He is writing a letter.

وہ خط لکھ رہا ہے ۔

He has been writing a letter for two hours.

وہ دو گھنٹے سے خط لکھ رہا ہے ۔

It should therefore be borne in mind that *time* is always expressed in present perfect continuous tense.

Exercises

I. Put the verb in the correct form of the present perfect or present perfect continuous and add since *or* for :—

1. I (read) this book——yesterday.
2. I (wait) for you——two hours.
3. She (not wear) that dress——five years.
4. I (wait) here——ten O'clock.
5. We (study) Urdu——two months.

6. I (write) three letters———breakfast.
7. We (sit) on these benches———an hour.
8. I (live) here———1960.
9. That book (lie) on the table—weeks.
10. I (not see) you———a long time.
11. I (try) to learn Persian———years, but I (not succeed) yet.
12. I know you (talk) about science———the last two hours, but I (not listen).

II. *Put in the present perfect or the simple past of the verb in brackets, whichever is the correct* :—

1. She (come) here a year ago.
2. He (not speak) to me for two weeks.
3. I (not play) for a long time.
4. I (not see) him since Monday.
5. My elder brother (get) a new job a month ago
6. How long ago you (arrive) here ?
7. He has (not see) me for three days.
8. He (meet) me last night.
9. They (live) in this town for five years
10. You (to explain) that word already.
11. You (to explained) that word last week

CamScanner

12. You (not speak) since I arrived.

13. It is sunset now, and I (eat) some food this morning.

14. He (not arrive) yet.

15. I (meet) my father two years ago.

36. The Past Perfect Tense.

When we have two happenings, both in the past time one after the other, the *past perfect* is used for the one which happened **first** and *simple past* is used for one which happend **second** : The train *had left* when I reached the station. The leaving of the train is the first happening and my reaching the station is the second happening.

Exercises

I. *Put the verbs into the correct form (Past or Past Perfect).*

1. She told me her name after I (ask) her twiee.
2. I (be) sorry that I had hurt him.
3. As soon as you (leave) for Lahore, I wanted to see you again.
4. After you (go), I went to sleep.
5. When we arrived, the dinner already (begin).
6. He thanked me for what I (do).
7. They dressed after they (wash).
8. He (do) nothing before he saw me.
9. The patient (die) when the doctor arrived.
10. The train had left when I (reach) the station.

11. *Put the verbs into the correct tenses* :—

1. He (go) to school every day.
2. He (go) to Lahore last week.
3. He just (go) out.
4. We (go) to the picture last night.
5. He usually (write) in blue ink.
6. He just (come) in and (see) you in ten minutes.
7. This boy never (see) the lion.
8. I (see) you yesterday. You (sit) outside a hotel.
9. He is busy now ; he (write) a letter.
10. I (lose) my keys ; I cannot remember where I last (see) them.
11. I never (forget) what you just (tell) me.
12. He (walk) very quickly when I (meet) him yesterday.
13. I (know) him for a very long time.
14. Where you (go) for your holidays last year ?
15. He (live) in Pakistan since 1948.
16. When I last (see) him, he (live) in Karachi.
17. I (hear) the news last night, but I (not hear) it today.
18. My father (come) to stay with us next week-end.
19. He (not arrive) when I (write) my last letter to you.
20. He (sit) in the garden when the storm broke.

—

CamScanner

37. Sequence of Tenses

To avoid errors in complex sentences, the following rules of sequence of tenses should be remembered :

Rule 1. A Present or Future tense in the main clause is followed by any tense in the subordinate clause according to the sense required :—

I think	that he is honest.
main	*subordinate*

I think that he *was* honest.

I think he *shall* be honest.

He will think that I *am* honest.

He will think that I *was* honest.

Rule 2. A Past Tense in the main clause is followed by a Past Tense in the subordinate clause.

He *said* that he *was* innocent.

He said that he *had done* his work.

He said that he *would* go the next day.

He worked hard that he *might* pass.

He found that he *could solve* the problem.

Exception 1. A subordinate clause expressing universal truth or a habitual fact is always in the Present Tense.

The teacher told us that the earth *is* round.

I informed him that I *am* an early riser.

Exception 2. A subordinate clause introduced by *than* can have any tense according to the sense.

My mother likes me more *than* she likes my elder brother.

He *helped* him more than he *helps* his children.

Exception 3. A subordinate clause introduced by *lest* has generally the word *should* with its verb.

He rises early lest he *should* miss the train.

He rose early lest he *should* miss the train.

38. Conditional Clauses.

They are of three patterns.

(*i*) He will come if you call him.

وہ آئے گا اگر تم اس کو بلاؤ گے

(*ii*) He would come if you called him.

وہ آجائیگا اگر تم نے اس کو بلایا

(*iii*) He would have come if you had called him.

اگر تم اس کو بلاتے ۔ تو وہ آجاتا

Exercises

I. *Write the following sentences with the verbs in, the correct tense* :—

1. I (go) if I had known.
2. If you (read) that book carefully, you would understand it.
3. They would do it if they (can).
4. If it (be) fine tomorrow, I shall play football.
5. If you don't shut that window, we all (catch) cold,
6. I should have come yesterday if I (have) nothing to do.

CS CamScanner

7. If you buy that big house, you (need) several servants.
8. If he had fallen into the river, he (drown).
9. What would happen if the bridge (break):
10. If he saw you, he (speak) to you.
11. He (come) if you wait.
12. I (not go) to the door unless I hear the bell.
13. He will not learn much, unless he (work) harder.
14. If I (be) you, I should go home immediately.
15. If it rained, I (stay) at home.

II. *Complete the following sentences* :—

1. Flowers will not grow well if—.
2. You would be ill if———.
3. If I had plenty of money———.
4. If I had known he was here,———.
5. If you had worked harder———.
6. We shall be disappoined if———.
7. I cannot go for a walk unless———.
8. He won't come unless———.

II. *Put in the correct tense of the verbs in brackets* :—

1. He was stealing some clothes which (to be) drying.
2. He was informed that this (to be) the cow which (to give) ten seers of milk.
3. The doctor told the patient that prevention (to be) better than cure.
4. The chief asked him what (to make) him so, happy.

CamScanner

5. The wind was blowing a heavy gale, as the ship (leave) port and (to go out) to sea.
6. He worked so hard that he (to fall) ill.
7. I shall strike when the time (to come).
8. I cannot hear what he (to say).
9. My brother told me that all men (to be) mortal.
10. His father asked him what he (to do) that day.
11. He did not believe that the earth (to move) round the sun.
12. He praised the horse that I (to be) riding.

III. *Correct the following sentences* :—

1. The gentleman did not inform us when he will come.
2. The master told us how successful he has been.
3. I was well aware that he is angry.
4. The poor lad begged that you will return him his apple soon.
5. They were delighted to know that their brother has won a prize.
6. He worked hard so that he may be successful.

IV. *Fill in the blanks with an appropriate auxiliary verb* :—

1. She feared lest she——lose her life.
2. He was so tired that he——not stand.
3. We hope that better times——come.
4. He said that he——do it.
5. He begged that we——pardon him.

CS CamScanner

6. He taught me that good deeds—never lost.
7. He worked hard that he——win the prize.
8. My father said that he——ill.
9. He saw that the clock——stopped.
10. He said that he——give an early reply.

V. Translate into English :—

(۱) مجھے امید ہے کہ وہ پاس ہو جائے گا۔ (۲) مجھے امید
تھی کہ وہ پاس ہو جائے گا۔ (۳) وہ کہتا ہے کہ وہ مجھ سے
ناراض ہے۔ (۴) وہ کہتا تھا کہ وہ مجھ سے ناراض ہے۔ (۵) اس کو
پڑھایا گیا کہ زمین سورج کے گرد گھومتی ہے۔ (۶) میں نے خیال
کیا کہ تم وہاں ہو۔ (۷) ہم جانتے تھے کہ اس نے انعام جیتا
ہے۔ (۸) میں نے دیکھا کہ مکان کو آگ لگی ہوئی ہے۔
(۹) اس نے نہیں بتایا کہ وہ کب آئے گا۔ (۱۰) افضل نے استاد
کو کہا کہ میری کتاب چرائی گئی ہے۔ (۱۱) استاد نے لڑکوں
کو پڑھایا کہ تیل پانی سے ہلکا ہوتا ہے۔ (۱۲) وہ تیز دوڑا کہ
وقت پر سکول پہنچ جائے۔ (۱۳) اسے معلوم ہوا کہ وہ غلطی
پر ہے۔ (۱۴) اگر محنت کرو گے تو پاس ہو جاؤ گے۔ (۱۵) اگر
تم محنت کرتے تو پاس ہو جاتے۔

D. Voice

39. There are two voices—**Active voice** and **Passive voice.** The verb is said to be in the **Active voice** if the *subject* performs the action. If the *object* becomes the subject, the verb is said to be in the **passive voice :**

He caught a bird. (Active)

A *bird* was caught by him. (Passive)

The **Passive voice** of a transitive verb is made by combining its **Past Participle** (3rd form) with the appropriate tense of the verb **to be** :—

A letter (is/written)....Present.
A letter (was/written)....Past.
A letter (will be/written)....Future.
A letter (is being/written)....Present Continuous
A letter (was being/written)....Past Continuous.
A letter (has been/written)....Present Perfect.
A letter (had been/written)....Past Perfect.
A letter (will have been/written)......Future Perfect.

Exercises

I. Complete the following Passive voice sentences in the tenses suggested :—

Examples

A pupils (praise) when he obeys his teachers. (Present).
A pupil is praised when he obeys his teachers.
This quarrel (forget) in a few days. (Future).
This quarrel will be forgotten in a few days.

1. This book (publish) next month. (Future)
2. This match (play) yesterday. (Past)
3. The cow (leave) in the field. (Past)
4. My book (steal). (Present Perfect)
5. You (admit) into the school tomorrow. (Future)
6. Not a sound (hear). (Past)
7. English (speak) all over the world. (Present)
8. This room (white-wash). Present Continuous)
9. Wheat (sow). (Present Perfect)

40. Sometimes the Active Voice subject is important enough to be necessary in the Passive voice form of the sentence. It is then introduced with the preposition *by* :

The rat was killed **by a cat.**
The town was destroyed **by an earthquake.**
The thief was caught **by the police**

41. Some verbs have two objects, **a direct object** (usually a **thing**) and an Indirect object (usually a **person**). Any one of these objects is made the subject in the Passive voice. Usually the Indirect object is made the subject.

Active : I gave him a book or I gave a book *to* him.

Passive: *He* was given a book by me.

Or

A book was given *to* him by me.

Notice the use of *to* when the Direct object is placed before the indirect

42. In changing the Intransitive verbs with prepositions in the passive voice, the prepositions should come at the end of the phrase.

(A) They laughed at him.
(P) They were laughed *at* by them.
(A) They will look after you well.
(P) You will be well looked *after*.

Exercises

I. *Change the following into the Passive Voice* :—

(*a*) (1) A cat killed a mouse. (2) She sings a song. (3) They caught a thief. (4) I shall write a letter. (5) He is flying a kite. (6) He has just posted the letter. (7) You kept me waiting for an hour. (8) He had not seen the lion before. (9) He is doing a difficult sum. (10) I have bought a new house. (11) Our team will win the match. (12) She is writing a letter. (13) Aslam has chosen a book. (14) He is watching us. (15) Did he catch the noon train ?

(*b*) (1) The officer offered him a job. (2) He gave us a watch. (3) I told him a story. (4) Afzal will

teach us poetry (5) She gave us some mangoes. (6) My father taught me this trade. They made him captain. (8) He sent me a basket of apples. (9) They call him Akbar. (10) Our habits made us slaves

(*c*) (1) They jeered at him. (2) I wondered at his boldness. (3) The spectators laughed at us. (4) We shall look into the matter. (5) The headmaster objected to our proposal. (6) We arrived at the decision. (7) He carried out my orders. (8) We must listen to his words.

II. Change the following into the Active voice :—

(1) Tariq was beaten by Aslam. (2) Such mistakes are made by beginners. (3) A new coat is being made by the tailor. (4) The slate was broken by me. (5) The child was knocked down by a car. (6) A new house has been bought by him. (7) This poem will be learnt by the class. (8) Is this story written by him ? (9) Are mice caught by cats ? (10) This wounded man was being helped by some boys.

43. Some typical examples of the interchange of Active and Passive Voice.

I. Imperative sentences :

Active : Love your parents.

Passive : Let your parents be loved.

Active : Please help this blind man.

Passive : You are requested to help this blind man.

Now ci ange the following :—

(*a*) Do this work today.
(*b*) Call in the doctor.
(*c*) Bring me a chair.

(*d*) Do not leave this job.
(*e*) Post this letter just now.
(*f*) Please fetch a glass of milk.
(*g*) Please open the door.
(*h*) Please keep to the left.
(*i*) Carry it home.
(*j*) Please bring me a pen.

II. Unknown agents in Passive Voice are supplied in the Active Voice :

Passive : My cash box has been stolen.
Active : Some one has stolen my cash box.
Passive : It is said that the minister has arrived.
Active : They say the minister has arrived.

Now change the following :

(*a*) His horse has been stolen.
(*b*) The city has been surrendered.
(*c*) Promises should be kept.
(*d*) He should be called at once.
(*e*) My pocket was picked.
(*f*) I was compelled to resign.
(*g*) You will be refused admission.
(*h*) The speaker was heard patiently.
(*i*) They were defeated and made slaves.
(*j*) It is said but never practised.

III. Miscellaneous sentences :

(A) This pot contains ink.
(P) Ink is contained in the pot.

They know it.

It is known to them.

(*b*) One should do one's duty.

Duty should be done.

(*c*) Do you repair pens ?

Are pens repaired by you ?

(*d*) It is time to remove the luggage.

It is time for the luggage to be removed.

(*e*) Who has written this letter ?

By whom has this letter been written.

(*f*) They say that you have stolen the book.

You are said to have stolen the book.

(*g*) I expected to finish the work by noon.

It was expected by me that I would finish the work by noon.

Miscellaneous exercises

I. *Change the voice* :—

1. Jack built the house.
2. His loss has been felt by everybody.
3. He is listening to your lecture.
4. A trick was played upon the crow by the fox.
5. The teacher asked me a question.
6. This fact is known to all.
7. No water should be wasted.
8. She offered her brother a present.
9. My aunt has sent me a book of pictures.
10. A prize will be given by the teacher to the best boy.
11. I am being troubled by them for nothing.

CamScanner

(ɒ)

12. The police will catch the thief.
13. Young men respect old persons.
14. A little box was brought by her to the school.
15. This lesson is still being learnt by him.
16. I shall broadcast the talk on Monday (P.U.)
17. Alexander defeated Porus. (P.U.)
18. The soldier stole the gun. (P.U.)
19. The snake bit the man. (P.U.)
20. I was invited by him to his house yesterday. (1958)
21. He plays football every evening. (1959)
22. He was sent to prison for theft.
23. The baby will be looked after by her grand-mother.
24. Has she eaten any raw fruit ?
25. Write this letter neatly.
26. Light all the lamps in the house.
27. Let the patient be taken to the hospital.
28. Somebody opened that door a moment ago.
29. My son was painting the door when I arrived.
30. You will be seen. (use somebody).

II. *Translate into English* :—

(۱) گھاس دھوپ میں خشک کیا جاتا ہے - (۲) شیر شکاری
کی پہلی گولی سے مارا گیا - (۳) گندے انڈے باہر پھینکے جائینگے -
(۴) یہ کتاب اگلے ہفتے شائع کی جائیگی - (۵) مجرم کو جیل
بھیجا جا رہا ہے - (۶) قاتل کو پھانسی دی جا رہی تھی - (۷)
ھال سجایا جا چکا ہے - (۸) کھیتوں کو پانی دیا جا چکا ہے -
(۹) سورج غروب ہونے سے پہلے کام ختم کیا جا چکا تھا - (۱۰)
اس کے سکول پہنچنے سے پہلے سبق پڑھایا جا چکا ہوگا -

CS CamScanner

E. USES OF AUXILIARY VERBS

Shall and Will

44. *Shall* in the first person and *will* in the second and third persons express simple future time ; as,

(*a*) I shall go to Multan tomorrow.

We shall go for a walk in the evening.

I shall be much obliged.

I shall be fourteen on Monday.

(*b*) He will come here tomorrow.

You will be sorry to lose your friends.

She will return soon.

You will see him next week.

45. If the above order is reversed i.e. if *will* is used in the first person and *shall* is used in the second and third person, the *will* denotes *intention*, *promise*, *threat* or *determination* and *shall* express a *command*, a *promise* and a *threat* on the part of the speaker.

(*a*) I *will* leave this place tomorrow. (intention)

I *will* lend you my book. (promise)

We *will* die rather then yield. (determination)

I *will* shoot you dead if you move. (threat)

(*b*) You shall take your medicine. (You are commanded to do it).

You shall have a reward. (promise)

You shall be punished for this. (threat)

Note : In spoken English there is only one auxiliary, for all persons : I'll go if I can. You'll be late if you do not rise early. He'll go tomorrow.

46. (*a*) In asking quetions, *shall* is used in the *first person* and *will* in the *third person* :

Shall I go today ? (Do you wish me to go today)

Shall we stay here ? (Do you permit us to stay here)

Will he come tomorrow ? (simple future tense)

(*b*) In the *second person* shall and will are used according to the answer expected :

Shall you do this for me ? (yes, I shall)

Will you behave better next time ? (yes, I will)

Will is the most common form for asking a favour :

Will you go through my statement ?

Will you post this letter for me ?

Should and Would

47. (*a*) *Should* and *would* are the past tense forms of *shall* and *will*. Thus the first use of *should* and *would* is to take the place of *shall* and *will* in Indirect Speech :

I said that I *should* work.

He said that he *would* work.

He said that you *would* work.

(*b*) Other uses :

Should Expresses :—

(*i*) *Duty*: We *should* try to help the poor.

Children *should* obey their parents.

You *should* keep your promise.

(*ii*) *Purpose* : He worked hard *lest* he *should* fail

(*iii*) *Possibility* : If it *should* rain, the school will remain closed.

Would expresses :—

(*i*) A *wish* : *Would* that he were here !

(*ii*) A *habit* : He *would* rise early in the morning and go to the river for a bath.

(*iii*) *Determination* : He *would* not stir an inch i.e.

He was determined not to stir.

48. May — can

(*i*) He may go now = He is permitted to go.

(*ii*) It may rain today = It is possible that it will rain.

(*iii*) May you live long ! (prayer)

(*i*) He can come in. (permission)

(*ii*) He can lift this box i.e. He has the power to lift it.

49. Must—Ought

Must denotes compulsion and *ought* expresses duty or obligation :

He must obey my orders.

We ought to respect our elders.

52. Need—dare

(*i*) He *need* not worry. (need—necessity)

(*ii*) He *dare* not say this to my face. (dare=to venture)

(*iii*) He *needs* my help. (need=requires)

(*iv*) He dares me to fight. (dare=challenge)

Notice that in (i) and (ii) the third person singular forms are *need* and *dare* and not *needs* and *dares* as in (iii) and (iv).

Exercises

I. *Put in* **shall** *or* **will**, *whichever is correct* :—

1. I fear I—be late for the school.
2. I—reward you for what you have done.
3. You—go there if you can.
4. You—regret it.
5. You—leave the class at once.
6. We—be ready when you call us.
7. We—never do that for nothing.
8. He—be glad to see you.
9. He—be rewarded.
10. I—be drowned and no one—save me.

CamScanner

11. You—have to apologise.
12. They—be glad to hear of your arrival.
13. I—go where I like, you—not stop me.
14. Perhaps you—lend me your camera tomorrow.
15. I—be much obliged, if you—reply at your earliest convenience.
16. I—not be able to do my work tomorrow.
17. I—do it, certainly.
18. We—be unhappy if you are hurt.
19. This ship——probably sink if there is a storm.
20. The master roared, "I—not stand this fooling any more.

II. *Complete the following questions using* shall *or* will :—

1. ——I go today ?
2. ——they come here to see me ?
3. ——I go to Lahore to bring these books?
4. How far——I go before I meet him.
5. ——the dog let me pass through the door?
6. ——these women show me the way?
7. ——they allow you to pass through their field?
8. ——you promise to help me with your money?
9. When——we have dinner?
10. When——the dinner be ready?

III. *Fill up the blanks with* **should** *or* **would** :—

1. You——be kind to the poor.
2. ——you kindly lend me this book till Sunday?
3. He was afraid to speak, lest he——be laughed at.
4. He said he——not come.
5. We——always tell the truth.
6. Had I seen you, I——have come.
7. Pupils——obey their teachers.
8. They crept along silently lest the enemy——hear them.

IV. Translate into English :—(use of *must*, *ought*, *can*, *may*, *dare* and *need*)

(۱) مجھے وہاں ضروری جانا چاہئے - (۲) وہ ضرور ایک پاگل ہے - (۳) ہمیں اپنے والدین کا کہا ماننا چاہئے - (۴) ہمیں بزرگوں کی عزت کرنا چاہئے - (۵) تمہیں روزانہ نہانا چاہئے - (۶) ہمیں اپنا وقت ضائع نہیں کرنا چاہئے - (۷) میں یہ سوال حل کر سکتا ہوں - (۸) وہ تیز نہیں دوڑ سکتا - (۹) شاید وہ آج واپس آ جائے - (۱۰) ممکن ہے، یہ سچ ہو - (۱۱) کیا میں جا سکتا ہوں - (۱۲) تمہیں گھر جانے کی اجازت ہے - (۱۳) خدا کرے آپ کو جلد صحت ہو - (۱۴) خدا کرے تم کامیاب ہو جاؤ - (۱۵) تمہیں فکر کرنے کی ضرورت نہیں - (۱۶) اس کو وہاں جانے کی جرأت نہیں (۱۷) مجھے آپ کو یہ راز بتانے کی ضرورت نہیں - (۱۸) میری کیا مجال کہ آپ کے خلاف برے الفاظ استعمال کروں - (۱۹) لڑکوں کی کیا مجال کہ استاد کے سامنے بول سکیں - (۲۰) وہ وہاں بے شک نہ جائے -

CHAPTER III

A. Adjectives and adverbs

50. There are several classes of adjectives and adverbs, but *adjectives of quality* and *adverbs of manner* are most important :

(i) *Adjectives oj quality* : They modify the meaning of a noun by denoting a quality :

Green grass, a *white* cow, a *hot* day, a *happy* child, a *large* hill, a *small* house, an *interesting* story, a *broken* chair, a *retired* soldier.

(ii) *Adverbs of Manner.* They show *how* or *in what manner* an action is done. He walks *slowly*. You write very *badly*. They are the most useful class of adverbs and include most of those formed from adjectives by adding *ly*, as :—

Adjective	*Adverb*	*Adjective*	*Adverb*
angry	angrily	gentle	gently
bad	badly	happy	happily
bright	brightly	harsh	harshly
clear	clearly	just	justly
different	differently	kind	kindly
equal	equally	loud	loudly
fair	fairly	sweet	sweetly
great	greatly	wise	wisely
grace	gracefully		

CamScanner

Comparison of Adjectives And Adverbs

51. Adjectives and adverbs are used with certain changes of form to make comparisons. These variant forms are known as the *Comparative* and *Superlative.*

We form the comparative by adding the suffix **er** to short adjectives and adverbs, and the word **more** before *longer* ones :

Akbar is *taller* than Aslam.

This book is *more interesting* than that.

He has worked *harder* than he did last year.

He arrived *more quickly* than we had expected.

In the same way, we form the *superlative* by adding **est** to short adjectives and adverbs and the word **most** before *longer ones* :

This is the *longest* journey we have yet made.

He is *the most trustworthy* clerk in the office.

Ali ran *fastest* of all.

Ahmad played *most skilfully* of all the players.

Note:—The comparative is used to compare *two* only, the superlative is used to select one from *more than two.*

For comparison of more adjectives under these rules refer to Chart No. 5 (degree chart) Chapter V.

Note:—The comparative degree is generally followed by than : He is wiser *than* his brother. But the following Latin comparatives ending in **or** are followed by **to** instead of *than* :

CamScanner

His strength is *superior to* mine.

His strength is *inferior to* mine.

This man is *senior to* that.

This man is *junior to* that.

Note 2 : We use the *superlative* degree with *the......of* : This boy is *the* cleverest *of* all. This room is *the* largest *of* all. Iron is *the* most useful *of* all metals.

Exercises

I. Point out the adjectives and name the degree of comparison in the following sentences :—

1. London is the largest city in the world.
2. The old man has a sharp knife.
3. Lead is heavier than silver.
4. This is a most interesting book.
5. Which of the two is the larger.
6. Which of the three is the finest.
7. This cloth is inferior to that.
8. Abdulla is the wiser of the two.
9. The tallest boy of our class is Mr. Ali.
10. Paris is the wealthiest city in the world.

II. Use the comparative or the superlative degree, as the case may be, of the adjectives enclosed within brackets :—

1. Rose is (beautiful) of all the flowers.
2. Gold is (heavy) than iron.
3. This is the (large) hall in the town.
4. Did you ever see (bad) boy than he.

CamScanner

5. I have now (little) pain that I had before.
6 This is the (big) animal I have ever seen.
7. Take the (short) of the two route .
8. A wise enemy is (good) than a foolish friend.

III Correct any errors you may find in the following sentences :—

1. He expects to see more happy days.
2. This book is more cheap than that.
3. Abdulla is the cleverer of the four boys.
4. Monday was more cold than Sunday.
5. Ali is more taller than Bashir.
6. It is best to be silent than to speak in anger.
7. My umbrella is not inferior than yours.
8. He is more careless than all the boys in the class.
9. The defeat was more superior than victory.
10. This is the beautifulest flower I ever saw.

IV. Compare the following adverbs :—

Soon, quickly, much, seldom, near, badly, loudly.

V. Correct the following :—

1. The ruffian behaved very cruel.
2. The poor child cried most bitter.
3. Ali wrote splendid.
4. A race horse runs very swift.
5. The policeman placed his hand firm on the man s shoulder.

VI. Translate into English : (Comparison of adjectives and adverbs) :—

A (۱) اسلم کلاس میں سب سے لمبا لڑکا ہے - (۲) احمد محمود سے زیادہ فرمانبردار ہے - (۳) یہ آدمی گاؤں میں سب سے زیادہ عقلمند ہے - (۴) ان دونو بھائیوں سے حامد زیادہ ہوشیار ہے - (۵) انگور سب سے میٹھا پھل ہے - (۶) کراچی پاکستان کی سب سے بڑی بندر گاہ ہے - (۷) میری ٹوپی آپ کی ٹوپی سے بڑھیا ہے - (۸) وہ ملازمت میں مجھ سے بہت جونیر ہے - (۹) ہوائی جہاز موٹر سے زیادہ تیز رفتار ہوتا ہے - (۱۰) آپ کا قلم میرے قلم سے گھٹیا ہے -

B (۱) میرا گھوڑا آپ کے گھوڑے سے زیادہ تیز دوڑتا ہے - (۲) کچھوا مینڈک کی نسبت آہستہ چلتا ہے - (۳) اکرم نے سب سے زیادہ محنت کی - (۴) افضل نے ناصر سے زیادہ دانائی سے کام کیا - (۵) اکبر کے سپاہی راجپوتوں سے زیادہ دلیری سے لڑے -

USES OF ADJECTIVES

52. Adjectives are used as nouns in the plural sense when they are preceded by *the* :

The blind receive their sight ; *the lame* walk ; *The dumb* speak ; *the dead* are raised up ; *The rich* should help *the poor*.

53. The following parts of speech are often used as adjectives :

(*i*) *Nouns* : A *river* fish, a *gold* bangle, a *cotton* dress, a *village* teacher, a *silver* chain, a *school* boy, a *wall* map.

(*ii*) *Pronouns* : *My* book, *your* book, *his* slate, *then* cows, *our* school.

(*iii*) *Participles* : A fading flower, an interesting story, a *fallen* tree, a *retired* soldier.

54. Adjectives are used in two ways :

(*i*) Attributively when they are placed before nouns or pronouns they qualify :

He is a *good* boy.
This is a *tall* tree.
That is a *white* cow.

(*ii*) *Predicatively* when they follow the nouns or pronouns in the predicate of the sentence :

The child was *asleep*.
He remained *awake* throughout the night.
This sum is very *difficult*.
This man is *rich*, that man is *poor*.

55. *Use of some* important adjectives :—

(*i*) **All, whole :**

All denotes number and *whole*, quantity :
He ate all the apples.
He drank the whole milk.
Whole also means *complete* or *entire* :
He has read the whole book.
The whole class was fined.

(*ii*) **Many, Much :**

Many refers to number, *much* to quantity :
There are many men in the garden.
There is much milk in the jug.

CamScanner

(*iii*) **Any, some :**

Some is used in affirmative, and *any* in negative and interrogative sentences :

He gave me some money.
He gave me some mangoes.
He did not give me any money.
Have you any money ?

(*iv*) **Fewer, less :**

Fewer denotes a number ; *less* refers to quantity.

No *fewer* than fifty men were killed in the explosion.
We do not sell *less* than ten seers of milk.

(*v*) **Later, latter :**

Later refers to *time ; latter* denotes *position* :—

You reached later than your brother.
Aslam and Akram are two brothers, but the latter is more intelligent than the former.

(*vi*) **Farther, further:**

Farther means more *distant ;* further means *additional* :

Karachi is *farther* from Lahore than Multan.
This work must be finished without *further* delay.

(*vii*) **Elder, Older :**

Elder is used for *persons* only and chiefly in connection with members of the same family ; *older* is used for both *persons* and *things* :

Abdullah is my elder brother.
Abdullah is older than Ahmad.
This building is older than that.

CamScanner

(*viii*) **Latest, last**

Latest refers to time ; *last* denotes position :

What is the *latest* news to-day ?

The *last* story was very interesting.

(*ix*) **Nearest, next :**

Nearest denotes *distance; next* denotes *position* :

Post this letter in the *nearest* post office.

My friend lives in the *next* house.

(*x*) **A little, little, the little.**

A few, few, the few.

I have a little money (some).

I have little money (hardly any).

I have spent the little money I had (not much but all of that).

I have a few friends in the town (some).

I have few friends here (hardly any).

He lost the few friends he had (not many, but all of them).

Exercises

I. *Add* **some** *or* **any** *as required* :—

1. Ask him for——more paper.
2. I don't think there is——one here who can speak English.
3. Have you——food ? Yes, I have——food.
4. Put——salt on your meat : the cook has not put——
5. He wants to get——sleep.

II. *Use the following nouns as adjectives* :—

Cotton, silk, hockey, school, wall, Kashmir.

III. *Use in sentences the following adjectives as nouns* :—

rich, poor, wicked, blind, good, wounded.

IV. *Correct the following* :—

1. Few boys appeared for the examination, and these passed.
2. The eldest member of the family has passed away.
3. I can give you no money for I have a little.
4. Buy a few bread for me.
5. There are less horses in that field than usual.
6. He is the eldest of my surviving sons.
7. Lahore is farther from Karachi than Multan is.
8. This is the last news.

Uses of Adverbs

56. Some adverbs have the same form as the corresponding adjectives :

Adj :	*Adv* :
There is *much* milk in the jug.	He is *much* better now.
It is a *hard* substance.	He worked *hard*.
I heard a *loud* noise.	He spoke very *loud*.
He is an *early* riser.	He rises *early*.
He is a *fast* writer.	He runs *fast*.

57. Some adverbs take both the adjective and the adverb forms. The adjective form refers to the *subject* of the verb while the adverb form refers to the *verb* itself. i.e. how the action took place :

He reached home *safe*. (He was safe when he reached home). *Safe* refers to the subject *he*.

He reached home *safely*. (He had a comfortable journey). *Safely* modifies the meaning of *reached*.

Other examples are : Hard, hardly ; direct, directly ; late, lately ; warm, warmly ; dear ; dearly ; free, freely ;

This road leads *direct* (straight to the river).

Come *directly* (without delay).

Medicines were given *freely* (liberally).

Medicines were given *free* (without any cost).

He works *hard* (He is diligent).

He *hardly* works (He does not work at all).

58. Special uses of some adverbs :—

(i) Very, much, too

These verbs are often confused due to their identical meaning in Urdu i.e. بہت

(*a*) *Very* is prefixed to a *positive* adjective or adverb : and *much* to a comparative adjective or adverb ;

He is a *very good* boy.

He is *much better* today.

He writes *very slowly*.

He writes *much more* slowly than I do.

(*b*) *Very* is used with *present participles* and *much* with *past participles* :

I saw a *very* pleasing sight.

She was *much exhausted* after a long journey.

Note : *Very* is also used with the following past participles :

I am very *pleased* with your work.

I was very *tired* yesterday.

I was very *grieved* at his sad death.

He is a very *experienced* teacher.

I am very *delighted* to see you.

(*c*) *Too* conveys a negative idea ; as.

I am too tired to walk = I am so tired that I can't walk.

Too conveys the idea of excess over what is *proper*: as: It is too hot today. That stick is too big for me i.e.. bigger than I need.

(*ii*) **At Present, Presently** :

At Present means at the present time: and *presently* means *without delay* :

At present there is no vacancy in the office.

He will come *presently*.

(*iii*) **Immediately, at once** :

Immediately is used when *one* action follows *another* without delay : *at once* means without delay :

He left the office *immediately* he heard the news of his father's death. He left the office *at once.*

(*iv*) Continually, Continuously :

Continually means *with occasional breaks* but continuously means *without any break* :

It has been *continually* raining for six days.
It has been *continuously* raining since morning.

(*v*) Too, enough.

Too combines with the Infinitive to make a kind of negative.

This man is very weak ; he cannot walk.
This man is too weak to walk.

Enough with Infinitive always has an affirmative meaning :

He is very tall : he can touch the ceiling.
He is tall enough to touch the ceiling.

Exercises

I. *Use either* **too** *or* **enough** *and the Infinitive to express the following ideas* :—

1. This soup is very hot : I cannot drink it.
2. You are quite old now ; you can have a watch.
3. The weather was hot ; we could go out.
4. It is very wet ; you must not go out.
5. The news is very good ; it cannot be true.
6. The wind is very strong : it will blow the roof off.
7. I have some money ; I can pay the bill.
8. Our teacher is clever ; he can tell you the answer.
9. This grammar is very difficult ; a young child can't understand it.
10. It is very big ; it won't go into my pocket.

II. *Fill in the blanks with suitable adverbs* :—

1. She reached home——.
2. The sight was———amusing.
3. The sun shines——.
4. He is——weak to walk.
5. He is——interested in me.
6. I shall be——pleased to dine with you.
7. Oil is ——lighter than water.
8. My mother is——better today.
9. He is strong——to carry his own luggage.
10. She is——older than my mother.

III. *Translate into English* :—

(A) (۱) وہ آہستہ آہستہ چلتا ہے ۔ (۲) خرگوش بہت زور سے بھاگا۔
(۳) سپاہی بہادری سے لڑے ۔ (۴) وہ بری طرح سے زخمی ہوا ۔
(۵) انھوں نے آرام سے سفر کیا ۔ (۶) میں یہ سوال آسانی سے حل
کر سکتا ہوں ۔ (۷) انہوں نے اس معاملہ میں دانائی سے کام کیا ۔
(۸) ہم نے محنت سے کام کیا ۔ (۹) وہ دیر سے پہنچا ۔ میں سویرے
پہنچ گیا ۔ (۱۰) اس نے اندھا دھند چھلانگ لگائی ۔

Hints : 1. slowly 2. fast 3. bravely 4. badly 5. comfortably 6. easily 7. wisely 8. hard 9. late, early 10. blindly.

(B) ۱ ۔ احمد بہت اچھا لڑکا ہے۔ مگر افضل اس سے بھی اچھا ہے
۲ ۔ یہ کہانی بہت دلچسپ ہے ۔ میں اس لڑکے سے بہت
دلچسپی رکھتا ہوں ۔
۳ ۔ میں یہ خبر سن کر بہت غمگین ہوا ۔
۴ ۔ یہ صندوق بہت بھاری ہے ۔ مگر وہ صندوق اس سے بھی
زیادہ بھاری ہے ۔
۵ ۔ یہ کمرہ ہم سب کے لئے بہت تنگ ہے ۔

۶ - یہ خبر اتنی اچھی ہے کہ سچی نہیں ہو سکتی -
۷ - وہ اتنا بیمار ہے کہ اٹھ نہیں سکتا -
۸ - اسلم بہت ذہین لڑکا ہے - لیکن طارق اس سے بھی زیادہ ذہین ہے -
۹ - موٹر کار تانگے سے بہت تیز دوڑتی ہے -
۱۰ - کچھوا خرگوش سے بہت آہستہ دوڑا -

B. Prepositions

59. Notice the words italicized in the following phrases : A person can : go *in* water ; go *into* water, go *through* water: go *on* water ; go *under* water; go *above* water.

These italicized words are called *Prepositions*. The prepositions like transitive verbs have objects, hence the noun or pronoun which follows a preposition is in the objective case. You will not make mistake about the nouns, but you must remember that only pronouns such as *me*, *us*, *him*, *them*, *whom* can be objects :

I went with *him*.

Whom are you speaking to?

It is between *you* and me.

The following is a list of words which are generally prepositions :—

About, above, across, after, against, among, at, before, between, behind, below, beneath, but, by, down, during, except, for, from, in, into, near, of, off, on, over, regarding, round, save, since, though, till, to, up, upon, with.

60. Special uses of some important Prepositions :

(*i*) At, in :—

(*a*) *At* is generally used before the names of villages and small towns ; *in* is generally used before the names of cities and countries :

Aslam lives at Khanewal, a small town in Multan District.

Akram lives in Karachi. John lives in London.

He lived in England for four years.

(*b*) *At* is used before a *definite* point of time and *in* before *indefinite* time :

He came at 5 o'clock.

I was born in 1904.

(*ii*) **In, into, to :**

In is used in speaking of things *at rest* ; *into* and *to* are used in speaking of things *in motion* :

We saw him *in* the garden.

He walked *into* the garden.

The boy ran *to* school.

(*iii*) **On, upon :**

On is used in speaking of things *at rest* and *upon* of things *in motion* :

The cat is sitting *on* the wall.

The cat sprang *upon* the table.

(*iv*) **In, within :**

In means *at the end of* ; *within* means *before the end of* :

I shall return in an hour.

I shall return within an hour.

(*v*) **By, with :**

By is used before the *agent* and *with* before the *instrument* :

The snake was killed by *him* with a *stick*.

(*vi*) **Between, among :**

Between is used with two persons, *among* with more than two :

He divided his property between his two sons.

The thieves divided the booty among themselves.

(*vii*) **Beside, besides :**

Beside means *by the side of*, while *besides* means *in addition to* :

The dog sat beside his master.

Besides money, he gave food to the beggar.

(*viii*) **Since, for :**

Since is used before a noun or a phrase denoting a *point of time*, whereas *for* is used before a noun or phrase denoting a *period of time*. Both *since* and *for* are preceded by a verb in the perfect tense :

I have been ill *since* Monday.
I have been ill *for* four days.

(*ix*) **In, after :**

In is used before a period of time in the *future* ; *after* is used before a period of time in the *Past* :

I *will return* in an hour.

He *returned* after two days.

N.B. It is often difficult to know which is the correct preposition after certain nouns, verbs and adjectives. A selected list of the more common idiomatic uses of prepositions is given in the Chart No. 7, Chapter V.

Exercises

I. Choose a preposition from the following list for each of the blanks in the following sentences :—

About, above, after, against, at beside, besides, between, among, by, before.

1. Divide these apples——the twenty boys of your class.
2. I have many books——these.
3. Divide this apple——Aslam and Akram.
4. Sit——me and read your book.
5. He came——four o'clock.
6. Your acts are——law.
7. The snake was killed——him.
8. He returned——four years.
9. The patient is——to die.
10. Birds fly——our heads.

II. Put suitable prepositions in the spaces in the following sentences :—

1. This pencil is different——the others.
2. He was angry——me.
3. I was brought up——Pakistan——Multan.
4. The field was ploughed up——a peasant——a pair of oxen.
5. No one has seen him——Monday last.
6. He will not get home——sunset.
7. He was absent from school——Friday.
8. I do not expect that he will be here——a week.
9. He could not account——the missing money
10. I disapprove——his behaviour.
11. Were you aware——the plot?
12. He was accused——theft.

CamScanner

13. He applied———the Inspector of Schools———a post.
14. He does not care———his children.
15. He was born———poor parents———China.
16. Thousands died———plague.
17. He differs———you———this matter.
18. He is devoid———common sense.
19. He quarrelled———his neighbour.
20. The minister is popular———his voters.
21. The house consists———four rooms.
22. He prevailed———his enemy.
23. Look——that beautiful star.
24. I insisted———his leaving the place.
25. This book belongs———my sister.

IV. Fill in the blanks with correct prepositions :—

1949:1. We started——— ten———the morning.
2. He is dependent———his parents———his education.
3. The express departed———3 P.M.———Karachi.
4. He quarrelled———me———a trifle.
5. A child is not able to distinguish good———evil.
6. The city is well provided———food.

1950:1. He promised to comply———my request.
2. The child has been missing———yesterday.
3. The mail train is due———7 P.M.
4. He was killed———the robber———a hatchet.

1951:1. When I am———home I work———the garden.

2. Allow me to congratulate you———your success.
3. He came———the conclusion after thinking——— the matter for a long time.

1952:1. Iqbal was born———Sialkot, a town situated——— the north———the Punjab.
2. The postman knocked———the door. It was opened———a servant.

1953:1. Learn to laugh———yourself.
2. He played a match———him.
3. Put the child———sleep.
4. Switch———the light.

V. Translate into English :—

۱ - کتاب میز پر ہے - اکبر گھر پر ہے - وہ مجھ پر بہت
مہربان ہے - اسے اپنی لیاقت پر ناز ہے - ہمیشہ
خدا پر بھروسہ رکھو -

۲ - وہ صبح سے شام تک کام کرتا ہے - وہ اپنے بھائی سے
بڑا ہے - وہ صبح سے پڑھ رہا ہے - دائیں ہاتھ سے
کھائیے - وہ ایک ٹانگ سے لنگڑا ہے - نیلی سیاہی
سے لکھو - اس سے معافی مانگو -

۳ - اکرم کمرے میں ہے - لڑکا کنوئیں میں گر پڑا -
شیر اور چیتے میں کیا فرق ہے - یہ سیب ان لڑکوں
میں تقسیم کر دو - گھڑی میں کیا وقت ہے - یہ افسر
لوگوں میں ہر دلعزیز ہے -

۴ - وہ چار بجے تک واپس آئے گا - میں اس کتاب کو ایک
ماہ تک ختم کر دوں گا - میں اب تک اس سے نہیں
ملا ہوں - ہماری گورنر تک رسائی نہیں -

Note : Notice that the word پر has been translated in English in several words as *on, at, to, of, in* in sentences under (1).

The word سے has been translated into *from, than, since, with, of, in, to* in sentences under (2).

The word میں has been translated into *in, into between, among, by* and *with* in sentences under (3).

The word تک has been translated into *by, in, upto, to* in sentences under (4).

C. Conjunctions

61. *Conjunctions* join sentences and words : you can go *but* I must stay. Bashir *and* Rashid went to school. There are two kinds of conjunctions :

(*i*) **Coordinative** so called because they join sentences of coordinate rank *i.e.*, of equal rank :

We shall go to the bazar *and* buy our clothes. These sentences are independent of each other and can be written separately :

(*a*) We shall go to the bazar.

(*b*) We shall buy our clothes. Hence they are of equal rank.

The following are the principal coordinate conjunctions :—*and, but, therefore, also, hence, however, so, only or, as well as.*

(*ii*) **Subordinative**, so called because they join a subordinate sentence to a principal sentence : I would die *before* I tell a lie. I *would die* is a principal sentence and can stand alone. But *before I tell a lie* is a subordinate sentence and, depends upon the principal sentence for its meaning.

CS CamScanner

The following are the chief subordinate conjunctions *that, because, as, since, lest, if, though, although*.

62. Some conjunctions are used in pairs and are called **correlatives.**

The following are the most frequently used pairs :—

(*i*) *Either—or* : *Either* Akbar *or* Asghar may go.

(*ii*) *Neither—nor* : He is *neither* very tall *nor* very short.

(*iii*) *Both—and* : *Both* Akbar *and* Asghar may go.

(*iv*) *Not only—but also*: She *not only* admired *but also* loved him.

(*v*) *No sooner—than* : *No sooner* did he utter these words *than* he was stabbed.

(*vi*) *Though—yet* : *Though* he fell, *yet* he was not hurt.

(*vii*) *So—that* : I am *so* tired *that* I cannot walk.

(*viii*) *So—as* : His writing is not *so* good *as* yours.

Note : Notice that each member of the pair of conjunctions precedes the *same* part of speech :

Thus : They were ready either for peace or war. (Incorrect).

They were ready either *for* peace or *for* war (Correct).

63. **Uses of some important Conjunctions.**

(*i*) Since : This conjunction is always *preceded* by a verb either in the *Present Indefinite* or *Present Perfect* and is *followed* by a verb in the *Past Indefinite* : It is a month *since* he came here. Four years have passed since my father died.

CS CamScanner

(*ii*) **Unless, until, lest :**

Unless means *if not* : Unless you work hard, you will not succeed.

Until means *upto a definite time* : I shall not go until he comes.

Lest means *so that not* and is followed by the word *should* : Take care lest you *should* fall.

(*iii*) As well as : It adds the word to another :

He as well as *you is* guilty.
Notice that the verb agrees with the *first* word.

Exercises

I. *Point out the Conjunctions in the following sentences and mention the kind to which each belongs :—*

1. You must be silent while the teacher speaks.
2. He must stay till I come.
3. You must not go if it rains.
4. Ahmad as well as you must go.
5. Your father is not so old as mine.
6. Although he called, the servant did not come.
7. I want neither the one nor the other.
8. You can give me either tea or coffee.
9. Bring me a slate and a pencil.
10. Walk carefully lest you should fall.

II. *Insert coordinate conjunctions in the places left blank :—*

——you——I must go. He——his brother was fined. I work day——night. He is poor——honest.

The day was short——the journey was long. He was a kind officer——– was loved by all. It never rains——it pours. The culprit was——– fined——caned, ——you——he has made a mistake.

III. *Insert subordinate conjunctions in the places left blank* :—

(*a*) 1. He told us——rain had fallen.

2. He will succeed——he has worked hard.

3. He took medicine——he might recover.

4. I will do this– —I am allowed.

5. He is an honest man——he is poor.

6. He will never succeed——much he may try.

7. He is——clever——I. (am)

8. This is not true——I can find out.

9. He will leave the room——you open the door.

10. He returned home——he had done the work.

(*b*) 1. This is the piece of land——Afzal bought.

2. I saw the man——bought my house.

3. Take heed——you should fall.

4. I have not seen him——he left.

5. He had scarcely seen me——he ran away.

6. ——you are diligent, you will not succeed.

7. He works hard——he may win a scholarship.

8. You will fail——you do not work hard.

9. I know the school——I was educated.

10. No sooner did he see the lion——he ran away.

CamScanner

V. *Translate into English* :—

۱- جونہی ہیڈ ماسٹر صاحب جماعت کے کمرے میں داخل ہوئے ، تمام لڑکے کھڑے ہو گئے - جونہی میں نے شیر کو دیکھا ، میں ایک درخت پر چڑھ گیا - جونہی چور نے مالی کو دیکھا ، وہ دم دبا کر بھاگ گیا -

۲- میں مشکل سے گھر پہنچا ہی تھا کہ بارش شروع ہو گئی - میں مشکل سے سٹیشن پر پہنچا ہی تھا کہ گاڑی چل دی - ہم دکان سے باہر نکلے ہی تھے کہ چھت گر گئی -

۳- جب تک تم محنت نہیں کرو گے تم پاس نہیں ہو گے - جب تک وہ میری کتاب واپس نہیں دیگا میں سکول نہیں جاؤنگا - جب تک تم باقاعدہ دوائی نہیں پیتے تم تندرست نہیں ہو گے -

۴- محنت کرو ایسا نہ ہو کہ امتحان میں فیل ہو جاؤ - احتیاط سے چلو ایسا نہ ہو کہ گر پڑو - روزانہ ورزش کرو ایسا نہ ہو کہ کمزور ہو جاؤ -

۵- یا تم نے میری کتاب چرائی ہے یا تمہارے بھائی نے - نہ مجید سکول میں حاضر تھا نہ اس کا دوست - یا تم نے یہ شیشہ توڑا ہے یا تمہاری بہن نے - اس لڑکے یا اس کے بھائی نے دروازہ کھولا ہے - نہ میں اسے پسند کرتا ہوں نہ اسے -

D. Common Errors in Grammar.

64. Although the possibilities of grammatical errors may be numerous, experience shows that it is possible to formulate a list of rules covering these errors which most commonly occur. Such a list is given on the next page :—

1. **Subject and Verb. (agreement).** The verb must agree with its subject in number and person :—

(*a*) Two subjects linked by *and* are followed by a *plural* verb; where, however, a singular subject is linked with one or more other nouns by *as well as*, *with*, *accompanied by*, the verb is singular :

The Queen *and* her two children *were* present.

The Queen *with* her two children *was* present.

(*b*) *Each*, *every*, *either*, *neither*, *any* and their compounds (everyone, etc.) are *singular* and must be followed by a sirgular verb ;

Every man *has his* failings. Each cow, sheep and horse *was* sacrificed.

Neither of them *is* to be trusted.

Either the soldier or the sailor *is* culprit.

(*c*) *Collective nouns* having a plural form as :

class, classes: party, parties ; army, armies take a singular verb with their singular form :

The army *is* in the field. Our class *has* gone out.

(*d*) *Collective nouns* having only *one form* take a plural verb, as mankind, clergy, gentry etc.

Mankind *yearn* for peace. The clergy *are* well-paid in America. The gentry *were* invited to dinner.

(*e*) The *government*, the *committee* generally take singular verb unless there is a difference of opinion when the verb is in the plural :

The committee *was* of opinion that the chairman should resign.

The committee *were* unable to reach an agreement on this issue.

2. The Unrelated participle :

The participle used *adjectively* must be clearly linked to some noun or pronoun: The *leaking* tap, the *wounded* soldier. This applies also when the participle introduces an adjectival phrase :

Returning home we found the doors closed. Here the adjectival phrase: *returning home* is linked to the pronoun *we*, which it qualifies. Hence the sentence like "Playing football my pen was lost" is incorrect. It should be "Playing football *I* lost my pen." It is to avoid this error that the words *I am*, *I remain*, must be added to the closure of a business letter when a phrase such as "Trusting that this arrangement will meet with your approval" has been used.

3. To Split Infinitive :

To *split* the infinitive is to interpose any words between *to* and the remainder of the verb : "It is, necessary to *carefully* consider this proposal." It should be "It is necessary to consider this proposal *carefully*."

4. Lie and lay.

The past tenses of these verbs are often confused.

They are :	lie	lay	lain
	lay	laid	laid

5. *Relative pronouns* agree in number with their antecedents :

He is one of those *men*, *who are* always in trouble
The man, who *is* sitting in the car, is a doctor.

8. **Relative pronouns** must be placed near the words to which they relate :

John, who is a good lad, comes regularly to school.

9. **The use of pronouns within a sentence must be consistent** :

If *one* wishes to drive a car, *one* must obtain a driving licence.

10. The verb **to be** is followed by the nominative case :

These are *they*. This is *he*. It is *I*.

11. The **apostrophe** shows that a letter has been turned away :

It's means *it is* ; you're, mean *you are*. But the possessive pronouns show possession and do not require an *apostrophe* and she, its, hers, yours, theirs.

Yours sincerely and *not* your's sincerely.

12. The pronoun of the *third* person is placed after that of the *second* ; and the pronoun of the *first* person after those of the *second* and the *third* :

You and *I* will go. Shall it be given to *you*, to *him*, or to *me*. But in confessing a fault the speaker may place himself first :

I and *he* are to blame.

13. **Each other, one another** : *Each other* is used for *two* persons ; *one another* for more than two : The two clerks were always ready to help each other. The three brothers were alway quarrelling with one another.

14. The adjective **this, that, these, those** must agree in number with the nouns they qualify :

I am not interested in *these kinds* books.

15. **Hardly and scarcely are always followed by *when* and not by *than* :**

Hardly had they arrived at the inn *when* it began to rain.

16. **Correlatives as either.........or ; not only......but also etc. should precede the *same* part of speech :**

They were ready either *for* peace or *for* war.

17. **Due to, and owing to :**

The most convenient way of avoiding mistakes here is to remember that.

a *noun* is *due to*.

a *verb* is *owing to*. Thus...

His *accident* (noun) was due to carelessness.

He *fell down* (verb) owing to his own carelessness.

70. **Common errors in the use of nouns.**

	Incorrect	*Correct*
1.	I have given him good *advices*.	I have given him good advice.
2.	The *sceneries* of Kashmir are charming.	The *scenery* of Kashmir *is* charming.
3.	He wrote many *poetries*.	He wrote many *poems*.
4.	His *hairs* are white.	His *hair* is white.
5.	I bought three *dozens* pencils.	I bought three *dozen* pencils.
6.	We must help the *poors*.	We must help the *poor*.
7.	There are many *sheeps* in the field.	There are many *sheep* in the field.

8. I have eaten some *fruits*.	I have eaten some *fruit*.
9. I have many *works* to do.	I have much *work* to do.
10. His weight is three *stones*.	His weight is three *stone*.
11. I have lost my *spectacle*.	I have lost my *spectacles*.
12. He is weak in *mathematic*.	He is weak in *mathematics*.
13. He does not take *pain* over his work.	He does not take *pains* over his work.
14. He received *the order* for his transfer.	He received *orders* for his transfer.
15. He has given up his *study*.	He has given up his *studies*.
16. He received a *summon* from the court.	He received a summons from the court.
17. We won the match by an *inning*.	We won the match by an *innings*.
18. A *gallow* has been fixed.	A *gallows* has been fixed.
19. I saw two *females*.	I saw two *women*.
20. There is no *place* in this compartment.	There is no *room* in this compartment.

71. Errors in the use of Pronouns.

1. *I* and *he* are friends.	*He* and *I* are friends.
2. Let you and *I* go together.	Let you and *me* go together
3. Who is at the door ? It is *me*.	Who is at the door? It is *I*.
4. It is between *you* and *I*.	It is between *you* and *me*.

	Incorrect	Correct
5.	*Who* do you want ?	*Whom* do you want ?
6.	*Who* is stronger ; Aziz or his brother ?	*Which* is stronger; Aziz or his brother ?
7.	*Both* did not go.	*Neither* went.
8.	We all did not go.	*None* of us went.
9.	One should not waste *his* time.	One should not waste *one's* time.
10.	Everybody should do *their* work.	Everybody should do *his* work.
11.	My books are better than my friend.	My books are better than *those* of my friend.
12.	He is wiser than *me*.	He is wiser than *I*.
13.	This is the house *whose* roof fell down.	This is the house the roof *of which* fell down.
14.	He enjoyed during the holidays.	He enjoyed *himself* during the holidays.
15.	This boy is my brother *who* is sitting on the bench.	This boy, *who* is sitting on the bench, is my brother.
16.	*None* of those two brothers has passed.	*Neither* of those two brothers has passed.
17.	I am *your's* sincerely.	I am *yours* sincerely.
18.	Such things *which* you say are not true.	Such things *as* you say are not true.
19.	It is I who *is* to blame.	It is I who *am* to blame.
20.	These two boys help *one another*.	These two boys help *each other*.

72. Errors in the use of verbs.

(*a*) Agreement of the verb with its subject in number.

	Incorrect	*Correct*
1.	Afzal and Ajmal is good friends.	Afzal and Ajmal *are* good friends.
2.	Rice and curry *are* good food.	Rice and curry *is* good food.
3.	Either you or I *are* in the wrong.	Either you or I *am* in the wrong.
4.	He as well as I *am* in the wrong.	He as well as *I* *is* in the wrong.
5.	Neither Ali nor Zia *were* there.	Neither Ali nor Zia *was* there.
6.	The *cattle is* grazing.	The cattle *are* grazing.
7.	The gentry *was* invited.	The gentry *were* invited.
8.	The chief work of the ladies *were* spinning and weaving.	The chief work of the ladies *was* spinning and weaving.

Verbs (*Contd.*)

(*b*) Misuse of Tenses

	Incorrect	*Correct*
1.	He *has arrived* yesterday.	He arrived yesterday.
2.	He *slept* two hours when I awoke him.	He *had slept* two hours before I awoke him.
3.	He had gone home yesterday.	He *went* home yesterday.
4.	I am suffering from fever since Monday.	I *have been suffering* from fever since Monday.

	Incorrect	Correct
5.	No sooner he heard the noise than he left the room.	No sooner *did* he *hear* the noise than he left the room.
6.	He inquired if Zia *is* present.	He inquired if Zia *was* present.
7.	He asked him where was he going.	He asked him where he was going.
8.	He said that I shall come.	He said that he *would* come.
9.	He said that he saw him last year.	He said that he *had seen* him last year.
10.	When I shall go to Lahore, I shall see him.	When I *go* to Lahore, I shall see him.
11.	I *will* be obliged to dismiss you.	I *shall* be obliged to dismiss you.
12.	If I do not obey him, I *will* be dismissed.	If I do not obey him, I *shall* be dismissed.
13.	The boy said, "Tomorrow *shall* be a holiday."	The boy said, "Tomorrow *will* be a holiday."
14.	*Will* I go tomorrow ?	*Shall* I go tomorrow?

Verbs (*Contd.*)

(*c*) Incorrect use of some verbs and other miscellaneous errors.

	Incorrect	Correct
1.	I *hanged* up the picture.	I *hung* up the picture.
2.	He *denied* to come.	He *refused* to come.
	He *made* a lecture.	He *gave* a lecture.

	Incorrect	*Correct*
4.	He *made* a goal.	He *scored* a goal.
5.	He *gave* a speech.	He *made* a speech.
6.	He *left* Scouting,	He *gave* up Scouting.
7.	He *lived* here for a day.	He *stayed* here for a day.
8.	He *gave* his examination.	He *took* his examination.
9.	He *took out* his shoes.	He *took off* his shoes.
10.	I *left* playing.	I *stopped* playing.
11.	He *cut* jokes in the class.	He *made* jokes in the class.
12.	He *cut* this word.	He *erased* this word.
13.	My tooth *pained.*	My tooth *ached.*
14.	He did not *hear* me.	He did not *listen* to me.
15.	He came *putting on* a turban.	He came *wearing* a turban.
16.	The ship was *drowned.*	The ship *sank.*
17.	He is reading in a High School.	He is at the High School.
18.	Columbus *invented* America.	Columbus *discovered* America.
19.	I filled water in the bucket.	I filled the bucket with water.
20.	*Open* the light.	*Turn on* the light.
21.	*Shut* the light.	*Turn off* the light.

	Incorrect	*Correct*
22.	Sitting on the grass, a snake bit him.	Sitting on the grass, *he* was bitten by a snake.
23.	Meeting my friend in the club, he told me everything.	Meeting my friend in the club, I was told everything by him.
24.	Being very rainy, I did not move out of doors.	*It* being very, rainy, I did not move out of doors.
25.	Playing football, my pen was lost.	Playing football, *I* lost my pen.

73. Errors in the use of Adjectives.

	Incorrect	*Correct*
1.	He is taller *from* you.	He is taller *than* you.
2.	He is tallest of all.	He is *the* tallest of all.
3.	He is the *tallest* of the two.	He is the *taller* of the two.
4.	This stick is *more longer* than that.	This stick is *longer* than that.
5.	She is the *most cleverest* girl in the class.	She is the *cleverest* girl in the class.
6.	He wrote *a best* book.	He wrote a *very good* book.
7.	He is becoming *strong*.	He is becoming *stronger*.
8.	His strength is superior *than* mine.	His strength is superior *to* mine.
9.	Of the two plans, this is the *best*.	Of the two plans, this is the *better*.
10.	All my *family members* are at Pindi.	All the *members of my family* are at Pindi.

	Incorrect	Correct
11.	He is *elder* than I.	He is *older* than I
12.	There are no *less* than hundred boys in the room.	There are no *fewer* than hundred boys in the room.
13.	*Little* money is better than none.	A *little* money is better than none.
14.	He was glad to have *few* books.	He was glad to have *a few* books.
15.	He came a 2*nd* time.	He came a *second* time.*

*It is advisable to write numbers from *first* to twelfth in words except in dates. Numbers from *one* to *twelve* should also be written in words except when telling the time : at 5 p.m.

74. Common Errors in the Use of Articles

	Incorrect	Correct
1.	*The* birds fly and *the* dogs bark.	Birds fly and dogs bark.
2.	*The* Lahore is a big city.	Lahore is a big city.
3.	*The* Aslam is my friend.	Aslam is my friend.
4.	*The* gold is heavier than the iron.	Gold is heavier than iron.
5.	He is fond of the bread.	He is fond of bread.
6.	*The* stone is hard and the cotton is soft.	Stone is hard and cotton is soft.
7.	*The* honesty is the best policy.	Honesty is the best policy.
8.	*The* English is a widely spoken language.	English is a widely spoken language.

CamScanner

	Incorrect	Correct
9.	*The* chemistry is an interesting subject.	Chemistry is an interesting subject.
10.	He is at *the* fault.	He is at fault.
11.	The tree has struck *the* root into the ground.	The tree has struck root into the ground.
12.	Indus is a big river.	*The* Indus is a big river.
13.	Muslims read Quran every day.	*The* Muslims read *the* Quran every day.
14.	Hindus worship idols.	*The* Hindus worship idols.
15.	Sun sets in the west.	*The* sun sets in the west.
16.	He is a honest man.	He is *an* honest man.
17.	My brother is a M.A. in English.	My brother is *an* M.A. in English.
18.	Don't make noise, please.	Don't make *a* noise, please.
19.	A black and white cow were in the field.	A black and *a* white cow were in the field.
20.	He was appointed *a* teacher in the school.	He was appointed teacher in the school.

75. Common Errors in the use of Adverbs

	Incorrect	Correct
1.	*Of course* she sings very well.	She *certainly* sings very well.
2.	The visitors went away *by and by*.	The visitors went away *one by one*.
3.	This bridge is quite dangerous.	This bridge is very dangerous.
4.	He works very *hardly* these days.	He works very *hard* these days.

	Incorrect	*Correct*
5.	I want to speak *directly* to him.	I want to speak *direct* to him.
6.	I am *too* glad to see you.	I am *very* glad to see you.
7.	He is *very* interested in games.	He is *much* interested in games.
8.	I shall be *very* obliged to you.	I shall be *much* obliged to you.
9.	He told the story *in details.*	He told the story *in detail.*
10.	It is *much* cold today.	It is *very* cold today.
11.	I go to my village *sometimes.*	I *sometimes* go to my village.
12.	He meets me often in the school.	He *often* meets me in the school.

76. Common Errors in the use of Conjunctions.

	Incorrect	*Correct*
1.	*As* he is fat *so* he runs slowly.	*As* he is fat, he runs slowly.
2.	*If* he is fat *then* he will run slowly.	*If* he is fat, he will run slowly.
3.	*Because* he is clever *therefore* he gets good marks.	*Because* he is clever, he gets good marks.

Note : In the above sentences we require two conjunctions in Urdu but not in English.

4.	No sooner he saw the lion than he ran away.	No sooner *did* he see the lion than he ran away.

CS CamScanner

5. Neither he reads nor he writes.	Neither *does* he read nor *does* he write.
6. *Unless* you do not work hard, you cannot succeed.	Unless you work hard, you cannot succeed.
7. *Until* you keep bad company, you cannot please your teachers.	*As long as* you keep bad company, you cannot please your teachers.
8. Not only he beat me but also abused me.	Not only *did* he beat me but also abused me.
9. *When* I am your enemy, how can I help you.	*Since* I am your enemy, how can I help you.
10. What to speak of meat he cannot digest milk even.	*Not to speak* of meat, he cannot even digest milk.
11. He was angry therefore I ran away.	He was angry so I ran away.

77. Common Errors in the use of Prepositions

(i) *Misuse of Prepositions*

Incorrect	*Correct*
1. I beat him *by* a stick.	I beat him *with* a stick.
2. I have been ill *from* Monday.	I have been ill *since* Monday
3. I expect him to come *after* a week.	I expect him to come *in* a week.
4. Write *with* ink.	Write *in* ink.
5. He rides *on* a car.	He rides *in* a car.
6. He sat *on* a tree.	He sat *in* a tree.
7. He is angry *on* me.	He is angry *with* me.
8. He is pleased *on* me.	He is pleased *with* me.
9. He has come *on* the train.	He has come *by* the train.

	Incorrect	*Correct*
10.	The examination begins *from* the 10th.	The examination begins *on* the 10th.
11.	He threw a stone *in* the river.	He threw a stone *into* the river.
12.	We waste much time *in* trifles.	We waste much time *on* trifles.
13.	Send this letter on my address.	Send this letter *to* my address.
14.	He fell down *due to* his own carelessness.	He fell down *owing* to his own carelessness.

(ii) *Incorrect insertion of Prepositions.*

	Incorrect	*Correct*
1.	He resembles *to* his father.	He resembles his father.
2.	He reached *at* Lahore.	He reached Lahore.
3.	He told *to* me to go.	He told me to go.
4.	He married *with* a young lady.	He married a young lady.
5.	He accompanied *with* his friends.	He accompanied his friends.
6.	I pitied *on* him.	I pitied him.
7.	I met *with* your friend.	I met your friend.
8.	He asked *from* me.	He asked me.
9.	He signed *on* the paper.	He signed the paper.
10.	He went *to* home.	He went home.

(iii) *Incorrect omission of prepositions.*

	Incorrect	*Correct*
1.	Everyone should pray God.	Everyone should pray *to* God.
2.	He believes God.	He believes *in* God.

CamScanner

3.	He wrote me.	He wrote *to* me.
4.	He boasts his learning.	He boasts *of* his learning.
5.	He disposed his goods.	He disposed *of his* goods.
6.	He gave me a gun to shoot.	He gave me a gun to shoot *with*.
7.	He dispensed his services.	He dispensed *with his* services.
8.	He gave me a chair to sit.	He gave me a chair to sit *on*.
9.	He arrived the station.	He arrived *at* the station.
10.	His negligence admits no excuse.	His negligence admits *of* no excuse.

Note 1 :–The following are written as *one* word :

1. Afterwards	7. Cannot.	13. Newspaper.	19. Sometimes
2. Almost	8. Everwhere	14. Nobody.	20. Today.
3. Already	9. Everyone.	15. Nowadays.	21. Tomorrow.
4. Anything	10. Into	16. Outside.	22. Together.
5. Anyone	11. Meanwhile.	17. Ourselves.	
6. Anyhow	12. Moreover.	18. Something.	

Note 2:—The following are written as *two* words :–

1. All right.	5. No one.
2. At once.	6. Per cent.
3. All round.	7. Some time.
4. At least.	8. Well done.

Exercises

1. *Correct the following sentences* :--

1. He was failed twice.
2. Ahmad resembles with his brother.
3. It is ten in my watch.

4. It is very hot to go out for a walk.
5. The cattles are grazing in the field.
6. Furnitures of these rooms have been sold.
7. The man jumped in the water.
8. Walk carefully lest you may not fall down.
9. He is more taller than his brother.
10. This cloth is inferior than that.
11. One should do his duty.
12. Akhtar is the tallest of the two brothers.
13. He died with fever.
14. I have seen him only yesterday.
15. The team reached in the ground at 4 p.m.
16. The Englisn is not an easy language.
17. Ahmad is the eldest boy in our class.
18. He is ill since four days.
19. The sceneries of the river side are charming.
20. Where Is my spectacle ?

II. *Correct the following sentences* :—

1957 1. I haven't seen my niece since since three months.
2. This is a old English custom.
3. In which class you are reading?
4. No sooner he had left the room than it began to rain.

1958 1. The list of his written books cover three pages.
2. Neither the sister nor her brother are ready.
3. Many a man have been to the cinema.

4. Karachi is larger than any city in Pakistan.
5. Whose book this is.
6. His pencil was laying on the floor.
7. I am grateful to you for your many advices.
8. All my family members are down with influenza.
9. Your work is inferior than Karim's.
10. As the teacher is away, therefore we can have a good time.
11. Javed told me what fool you are.
12. A red and white dog are here.

1959 1. Gul Bano learnt many poetries at school.
2. My coat and your are both wet.
3. Your essay is more better than Nizam's.
4. Smith has died of cholera last month.
5. Two months passed since she was married.
6. I shall leave Pindi before you will complete your work.

CHAPTER IV

THE SENTENCE

A. The Structure of Sentences.

78. A sentence is a complete thought expressed in words. Such a thought may be (*i*) a statement (assertive), a question (an interrogative sentence) some kind of command or request (An imperative sentence) or may show some sudden feeling of the mind (Exclamatory sentence) :

(*i*) Majeed is a clever student. (assertive)
(*ii*) Did you attend school yesterday? (Interrogative)
(*iii*) Get out of the room. (order) }
Please, lend me a book. (request) } (Imperative)
(*iv*) Hurrah ! we have won the match. (exclamatory)
May you succeed in life ! (optative)

Exercise

I. *Tell the kind of each of the following sentences :—*

1. Aslam is not a good player of hockey.
2. Who is sitting on the bench ?
3. Alas ! we have been ruined.
4. Please lend me your bicycle.
5. Leave the room at once.
6. May you live long !
7. Are you coming home with me?
8. My brother left for Karachi yesterday.
9. We did not know the answer to his question.
10. When are you leaving for Lahore?
11. What a fine flower it is !
12. I could not help my brother.

CamScanner

Basic structure of a sentence

79. According to their structure, sentences are divided into three classes :

Simple, Compound and Complex.

(*i*) A simple sentence contains only *one* finite verb : The sun rises in the east.

(*ii*) A compound sentences contains two or more coordinate clauses and more than one finite verb : He *entered* the room and *took* his seat.

(*iii*) A complex sentence is one which contains one or more main clauses with dependent subordinate clauses : Ali works hard *that he may earn a living*.

80. The basic pattern of a simple sentence is : **Subject+verb+object** :

The treasurer *presented* *his report.*

S + V + O

Even a *subject* and a *verb* are sufficient to constitute a sentence : *The sun rose.* Sometimes even the *subject* may be omitted as in an abrupt order such as "go". All of these elements of a sentence *i.e.* subject, verb and object can be expanded by means of *adjectives* and *adverbs* : A *black* dog killed a *white* cat *yesterday*.

The following changes may be noted in the structure of various kinds of sentences :

(*i*) *Interrogative* : **Is he eating a mango?** Here, auxiliary verb precedes the subject.

(*ii*) *Imperative sentence* : **Bring me a chair.** Here the subject *you* is omitted.

(*iii*) *Exclamatory and optative sentences* :
Hurrah ! we have won the match.
May you live long !

Here an *interjection* is placed before the subject in an exclamatory sentence and *may* is placed before the subject in an optative sentence.

Thus we notice that if words are not arranged according to the above patterns, they make what is known as a *word jumble* :

I saw a lion in the jungle. (sentence)
Saw I in lion the jungle. (a word-jumble)

Exercises

I. *Classify the following sentences into* **simple, compound** *and* **complex** :—

It is not certain when he will come. Riding is a healthy exercise. He came to see me but I was not at home. He must fight or he must die. Crying will not help him out of the difficulty. Take care lest you should fall. All of a sudden, the village boy saw, at some distance behind him a fierce wolf. He did not oppose his son's going to sea. I want to know how far he is right. I hit him and made him cry.

II. *Re-arrange the following groups of jumbled words into meaningful sentences* :—

1. He, ball, the, catches.
2. Horse, the. stable, the, to, was, taken.
3. Did, where, you, ring, this, get, from?
4. He, fine, fellow, a, what, is !
5. My, friend, alas, has, lost, son, his !
6. Days, few, he, a, back, came, within.
7. Has, he, his, last, breathed?
8. Mangoes, me, show, nice, some.
9. Time, watch, by, your, what, the, is?
10. Watering, farmer, the, is, the field.

B. Analysis

Analysis of a sentence is its breaking up into the parts of which it is composed. Here are a few examples of the analysis of the various kinds of sentences :—

81. Analysis of simple sentences :—

(*a*) The hungry tiger ate the poor little calf in the jungle.

(*b*) My friend soon become a very busy man.

Subject		Predicate			
Subject	Enlargement	Verb	Object or Complement	Enlargement	Extension
(*a*) Tiger	the hungry	ate	calf (object)	the poor little	in the jungle
(*b*) Friend	my	became	man (Complement)	a very busy	soon

Exercises

I. Analyse the following sentences :—

1. The old man left a very large sum of money.
2. I saw a very old man this morning.
3. One day a young frog saw an ox in a meadow.
4. We all ran quickly to the spot.
5. Boys like running and jumping.
6. Bring me a book here.
7. Having talked to me for a while, he left me all of a sudden.

82. **The Analysis of Compound sentences**

In analysing a compound sentence :—

(*i*) Find out the number of clauses.

(*ii*) Write out each clause in full by supplying the omissions.

(*iii*) Find out the connective word.

Examples :

(*a*) He came to see me, but I was not at home.

(*b*) They start in the morning and work on till dark.

(*c*) Either you or he has done it.

Clauses	Connective	Kind	Function
1. He came to see me.	—	Principal	—
2. But I was not at home.	But	Coordinate	Adversative to (1)
1. They start in the morning.	—	Principal	—
2. And work on till dark.	and	Coordinate	Cumulative to (1)
1. Either you have done it.	—	Principal	—
2. Or he has done it.	Or	Coordinate	Alternative to (1)

Exercises

I. Give the clause analysis of the following compound sentences :—

1. Either he or I must leave.
2. Money is a good servant but a bad master.
3. Houses are built to live in and not to look on.
4. I have read the book of life for a long time, and I have read other books a little.
5. The boy thanked the gentleman heartily, dried up his tears, and went home.
6. We drove at great speed ; otherwise we should have missed the train.
7. Take him, and bind him hand and foot, and cash him out.
8. I am not hungry but I am thirsty.
9. He as well as you has lost the book.
10. His father argued with him and his mother appealed to him with tears, but still he pursued his foolish course.

83. **The Analysis of complex sentences.**

In a complex sentence, there are three kinds of clauses : a **Noun clause**, an **Adjective clause** and an **Adverb clause.**

Noun clauses

As the Noun clause does the work of a noun, it can be :—

(*b*) *The subject of a verb* :—
What he said was true.
When I shall return is uncertain.
Whoever advanced was killed.
That you should say this is very strange.
Whom the gods love die young.

(*b*) *The object of a verb* :—
I do not know *when I shall return*.

I asked the boy *how old he was.*
Tell me *why you did this.*
He promised *that he would come back soon.*
Tell me *where you live.*

(c) *The object of a preposition or a participle :—*
There is no meaning *in what you say.*
Your success depends on *what you do in the examination.*
Hearing *that he was ill*, I went to see him at his house.
The king, believing *that all was lost*, took to flight.

(*d*) *In apposition to a noun or pronoun :—*
The *reason why he was so sad* is unknown to me.
My *hope that you may succeed* is very strong.
The *report that he was returned* was welcomed by all.
The *news that he had succeeded* gave us much pleasure.
It is feared *that he will not come.*
The Governor made *it* clear *that such a mistake should not recur.*

Exercises

I. *Pick out the Noun clauses in the following sentences and state the function of each clause :—*

1. How this came to pass is not known to any one.
2. It is quite evident that rain will fall today.
3. You must know that the air is never quite at rest.
4. We cannot rely on what he says.
5. It was very unfortunate that you were taken ill.
6. He was a man of fine character except that he was rather timid.
7. No one knows when he will come.
8. Pay careful attention to what I say.
9. It is uncertain how long I shall stay here.

CamScanner

10. What he said was true.
11. I know what I want.
12. That I won the prize gave me great joy.
13. It is not true that he died young.
14. He shouted out to the thief, "Leave this house."
15. My belief is that he will not come.

84. Adjective clauses

The adjective clause qualifies some noun or pronoun in the sentence. It is introduced by *Relative Pronoun* and *Relative Adverbs* :

(a) Relative Pronouns.

The boy *who stole my book* has been expelled.
This is the *man whom we all respect*.
The boy *whose leg was fractured* has now recovered.
The house *in which I live* does not belong to me.
All *that glitters* is not gold.

(b) Relative Adverbs

I do not know the place *where he was born*.
I do not know the reason *why he went there*.
The exact time *when the theft was committed* was never known.

Cautions

Note 1 : The relative pronouns in the objective case are often left out :

I gave the servant the bag (which) I was carrying in my hand.

Do you know the gentleman (whom) we met last night?
Eat all (that) you can.

Note 2 : Sometimes the Relative adverbs are also not expressed :

On the day (when) you pass the examination I shall give you a present.

The reason (why) I have come, is to ask for my money.

Note 3 : Sometimes *as* and *but* are used as relative pronouns :

His conduct was not such *as we expected.*

There was not a woman present *but wept to hear such a news* (who did not weep to hear such a news)

Note 4 : If a relative is used in a continuative sense and can be replaced by *and,* it introduces a Coordinate Clause and not an Adjective Clause :

I met Hassan *who* gave me your message.
I met Hassan *and he* gave me your message.
He released the bird *which at* once flew away.
He released the bird *and it* at once flew away.

Exercises

I. Pick out the Adjective Clauses and the Nouns and Pronouns they qualify :

1. Do you know the house where our teacher lives ?
2. The boys who work hard usually succeed.
3. This is the same story as I heard five years ago.
4. They accepted every plan we proposed.
5. It is I who have done this deed.
6. This is the reason why I refused to help him.
7. We obeyed the order the teacher gave us.
8. He that climbs too high is sure to fall.
9. We love them who love us.
10. The plan you propose is a very good one.
11. The fox saw the grapes which hung over the garden wall.
12. Servants that are honest are trusted.
13. Youth is the time when seeds of character are sown.
14. I remember the house where he lived.
15. That was the reason why he came.

85. Adverb Clauses

Adverb Clauses Express :—

A. Place (where ?)
Chief conjunctions : where, wherever.

EXAMPLES :

Go *where you like.*
He stood *where I ordered him to stand.*
Go *wherever you please.*

B. Time (when ?)
Chief conjunctions : when, while, before, after, till, until, since, as soon as, scarcely—when, hardly—when, as long as.

EXAMPLES :

You may come *when you please.*
Wait *till I come back.*
As soon as he saw the lion he ran away.
Look *before you leap.*
After he had supper he went to bed.
You can stay as *long as you want to.*
He has not written *since he went away.*
He had scarcely left the house *when the roof fell down.*

C. Reason (why ?)
Chief conjunctions : because, since, as, for.

EXAMPLES :

As he was not there, I spoke to his brother.
I cannot go, *because I am ill.*
Since you have not worked hard, you have failed.
He is not allowed to smoke, *for he is only a boy.*

CamScanner

D. Manner (how ?)

Chief Conjunctions : as, as if,

EXAMPLES :

It happened *as I told him.*
He did *as I told him.*
He passed by me *as if* he did not know me.

E. Condition

Chief Conjunctions : if, unless, provided.

EXAMPLES :

He will come if *you call him.*
Unless you work hard, you cannot succeed.
I will buy the house *provided that it is cheap.*
He would have come *if you had called him.*

OR

Had you called him, he would have come.
If you had called him, he would have come.

F. Concession (or contrast)

Chief Conjunctions : though, although, even if, as, whoever, however.

EXAMPLES :

However hard you may try, you shall not succeed.
Although he is poor, he is honest.
Bad as things are, we must not give up hope.
Even if it rains, I shall come.

Certain conjunctions of *time* and *place* also introduce *contrasting* clauses :

I wanted to go on *whereas my companion wanted to turn back.*
While one half of the town was in ruins, the other half was quite intact.

G. Purpose.

Chief Conjunctions : that, so that, in order that, lest.

EXAMPLES :

We take exercise *that we may keep well.*

He ran hard *lest he should miss the train.*

H. Result.

It was so cold *that many people died.*

He was so weak *that he could not walk.*

I. Degree.

These clauses are of three kinds.

(*i*) Showing *comparison* :

He is older *than he looks.*

We arrived sooner *than we thought.*

(*ii*) Showing *extent* :

Life is as pleasant *as you make it.*

He is as stupid *as he is lazy.*

Nothing upset me so much *as that he had quite forgotten* me.

He is a gentleman as far as I know.

(*iii*) Showing *proportion* :

The higher we go, the cooler it becomes,

The quicker we walk, the sooner we shall reach home.

CS CamScanner

Exercises

I. *Pick out the Adverbial clauses in the following sentences and state their function.*

1. Reach home before the sun sets.
2. Wherever he went, he was welcomed.
3. I forgive you since you repent.
4. I was so tired that I could not walk any further.
5. If I make a promise I keept it.
6. I shall wait here till you return.
7. It was so dark that we could not see anything.
8. He did it as I told him.
9. Since you say so, I must believe it.
10. He wept as if he had been a child.
11. He speaks better than he writes.
12. You came sooner than we expected.
13. He studied so hard that he lost his health.
14. The higher you go, the cooler it becomes.
15. Majid is as tall as his brother.
16. The sooner you go, the better it will be.
17. Think before you leap.
18. He should be let off, because he has already been punished.
19. Take care lest you should fall.
20. If you have tears, prepare to shed them now.

86. The following points regarding the analysis of various kinds of sentences should be carefully noted :—

(*i*) **In simple sentences**, interrogative sentences should be treated as assertive :

Where are you going ?—*You are going where* for the purposes of analysis.

(*ii*) **Compound** sentences often appear in a contracted form and should be written in full before analysing them :

(*a*) Either you or I must go = Either you must go or I must go.

(*b*) He as well as his brother was fined =
He was fined as well as his brother was fined.

(*c*) The sun rose and filled the sky with light =
The sun rose and *the sun* filled the sky with light.

(*iii*) Sometimes Relative Pronouns and Relative Adverbs are used as Coordinative Conjunctions and therefore form compound sentences :

I met your servant *who* (=and he) gave me your message.

I went to Karachi *where* (=and there) I met my old friend.

(*iv*) (*a*) **In complex sentences**, there are as many clauses in a sentence as there are the *finite verbs* :

He *worked* hard that he *might win* a prize. (Two clauses)

(*b*) **In complex** sentences, the Principal clause may be distinguished from the subordinate clause by the fact that a *subordinate* clause always :

He will succeed, (*because*) *he has worked hard.*
(*When*) *the cat is away,* the mice will play.

(c) The *kind* of clause should never be judged from the *conjunction* that introduces it, but from the *function* performed by that clause :

I do not know *who* broke the window. (Noun clause)

I do not know the boy *who* broke the window. (Adjective clause)

This is the book *that* I gave you. (Adjective clause)

The idea *that* he *would comply with your request* was absurd. (Noun clause)

He worked so hard *that* he fell ill. (Adverb clause)

Mixed Sentences

88. Mixed sentences are partly compound and partly complex. A mixed sentence therefore contains two or more independent clauses each with some subordinate clauses :—

He told me his name was John and that he had followed the sea since he was nine, but could not say how old he was, as he had lost his reckoning.

Analysis

A.	(*i*) He told me—	Principal	
	(*ii*) His name was John.	Noun clause	object of *told* in (*i*)
	(*iii*) And that he had followed the sea	Noun clause	object of told and coordinate to (*ii*)
	(*iv*) Since he was nine.	Adverb clause showing time	

B.	(*i*) But he could not say.	Principal clause	coordinate to (A)
	(*ii*) How old he was.	Noun clause	object of *say* in B (i)
	(*iii*) As he had lost his reckoning.	Adverb clause showing reason.	

Exercises

Analyse the following sentences into clauses. Also give the kind and function of each clause :—

1. As soon as he woke up, he remembered it was the first day of holidays.
2. I will see if I can get my husband's ring which he swore to keep for ever.
3. He did not give you his book, because he thought you would lose it.
4. I do not wish that my teacher should know that I have not done the task which he gave me, when he proceeded on a week's leave.
5. Essa Khan said that he had asked the stranger when he was going and when he would reach home.
6. He had also asked him how he would travel and what he could take with him, but the stranger had not wanted anything.
7. Helen put her hand on her teacher's lips and learnt how they moved when she was speaking.
8. He said that the postage would be paid when letters were sent and not when they were received, and he made the service far cheeper than it had ever been before.
9. It became so hot as the day advanced that we could not endure the garments which we had put on when we started early in the morning.

CS CamScanner

10. When lecturing to a large audience last evening, he spoke so clearly that everyone could hear every word of what he said.

11. The night, when he reached there, was so dark that the spy did not recognise who the visitor was.

12. The two brothers thought that it was the smoke which made their balloon rise.

13. After the Prophet had migrated to Medina, there was only one man in Mecca who had any sympathy with him and that was his uncle Abbas. (1954)

14. (*a*) The rumour, that the Punjab rivers are in flood, is not true.

(*b*) Though the man who told me this strange tale is my friend, yet I can hardly believe it.

(*c*) As the weather was bad and threatened to get worse we stayed at home.

(*d*) What she will do is not known to anyone. (1956)

15. (*a*) I did not know when she would come.

(*b*) Before the sun had risen, the boys who were on duty, went to the station.

(*c*) I know when he has gone.

(*d*) After the sun had set, the man who had worked all day returned home tired. (1957)

16. (*a*) No word can describe the fear which I felt when I saw the tiger coming towards me.

(*b*) The plan, you have made, depends upon how you give it a practical shape.

CamScanner

(C) Synthesis

89. *Synthesis* is the process by which two or more simple sentences are combined into one. Two or more simple sentences can be combined into a compound or a complex sentence :

The school was over. The boys went home.
(two simple sentences)

(*i*) The school was over *and* the boys went home.
(Compound sentence)

(*ii*) The boys went home *when* the school was over.
(Complex sentence)

The two simple sentences can be combined even into one simple sentence :

(*iii*) The school being over, the boys went home.

90. Combination of simple sentences into one compound sentence :—

This is done by the use of coordinate conjunctions :

(*i*) Night came on. The room grew dark.
Night came on *and* the room grew dark.

(*ii*) We were examined in English. We were examined in Urdu.
We were examined in English *as well as* in Urdu.

(*iii*) The police attacked the crowd. The police dispersed the crowd.
The police *not only* attacked the crowd *but also* dispersed it.

(*iv*) He was rewarded. He was promoted.
He was *both* rewarded *and* promoted.

(*v*) He is poor. He is honest.

He is poor, *but* honest.

(*vi*) I was annoyed. I kept quiet.

I was annoyed *still* I kept quiet.

(*vii*) Make haste. You will be late.

Make haste *or* you will be late.

Come in. Go out.

Either come in or go out.

(*vii*) He is not telling a lie. She is not telling a lie.

Neither he *nor* she is telling a lie.

(*ix*) The robbers will·be upon us. Let us run.

Let us run, *otherwise* the robbers will be upon us.

(*x*) He was obstinate. He was punished.

He was obstinate, *therefore* he was punished.

Exercises

Combine each set of simple sentences into one compound sentence :—

1. The sun rises in the east. The sun sets in the west.
2. He sells sugar. He sells rice.
3. The paper is good. The binding is very bad.
4. He was fined. He was sent to prison.
5. The train was wrecked. No one was hurt.
6. We can travel by land. We can travel by water.

7. The son is guilty. Then his father is not guilty.

8. Khalida can read well. She can write well.

9. He was not much hurt. He was frightened.

10. I am not afraid of you. I am not afraid of your brother. I am afraid of your father.

11. Fire is a good servant. Fire is a bad master.

12. He was ill of fever. He was very unhappy.

He began to give up love of seeing his home again.

13. The Wazir had a horse. The horse had become old. The horse had grown weak. The horse could not be of any use to him.

14. You may be wrong. Hamid may be wrong. You cannot both be right.

91. Combination of simple sentences into a complex sentence :—

Simple sentences can be combined into a complex sentence by using *subordinate conjunctions.*

One of the simple sentences is made the principal clause and other sentences are turned into either (*a*) a noun clause (*b*) an adjective or (*c*) an adverb clause :

(*i*) You may be wrong. I cannot say.

I cannot say *whether you are wrong* (a noun clause).

(*ii*) We found him in the house. He had formerly lived in that house.

We found him in the house *in which he had formerly lived.* (Adj. clause).

(*iii*) He worked hard day and night. He did not wish to fail.

He worked day and night, *lest he should fail.* (Adv. clause).

Exercises

I. *Combine the following sets of simple sentences into one complex sentence* :—

1. How did he escape ? Do you know.
2. I did not go to the meeting. It was lucky.
3. How they did it ? It could not be discovered.
4. The cattle gather together. They do it in the evening.
5. The examination ended. The students went home.
6. You should overlook his fault. It would be an act of wisdom on your part.
7. The accident happened somewhere. The place is unknown.
8. I was happy to find a place. There I would be able to pass my days quietly.
9. The boy gave an explanation of his misconduct. The explanation was not accepted by the headmaster.
10. Their progress was slow. They were tired. They had to stop at every village.

92. Combination of several simple sentences into one simple sentence :

It should be remembered that as a simple sentence has only *one* finite verb, we should retain only one verb of the

various simple sentences to be combined and the remaining finite verbs should be replaced by *Infinite* verbs i.e. the participles and Infinitives ; as,

He took a brush. He began to draw the picture.

Taking a brush, he began to draw the picture.

The policeman arrived. The ruffians dispersed.

The policeman *having arrived*, the ruffians dispersed.

He has four children. He must educate them.

He has four children *to educate*.

The Inspector has come. He wishes to inspect the school.

The Inspector has come *to inspect* the school.

Exercises

Combine the following sentences by using Infinite verb i.e. Participles, Infinitives and Absolute phrases.

A

1. The crow heard a noise. The crow flew away.
2. He went to the field. He saw a snake.
3. She lost her ring. She began to cry.
4. He jumped up. He ran away.
5. He was tired of play. He sat down to rest.
   (*Note* : Use participles)

B

1. I have some duties. I must perform them.
2. We must finish this exercise. There are still three sentences.

CamScanner

3. He is very fat. He cannot run.

4. I have no money. I cannot pay the bill.

5. The man was not strong enough. He could not carry such a weight.

(*Note* : Use the Infinitive)

C

1 The soldiers arrived. The mob dispersed.

2. He was unwell. Mr. Ahmad occupied the chair in his absence.

3. The sun had risen. The fog disappeared.

4. The rain stopped. We resumed our journey.

5. The ink ran dry. I could write no more.

(*Note* : Use the Absolute Phrase)

93. **Finite verbs are also removed by the use of other parts of speech :**

(*i*) ***By using prepositions or prepositional phrases*** :—

The moon rose. Their journey was not ended.

The moon rose *before* the end of their journey.

He has failed many times. He still hopes to succeed.

In spite of many failures he hopes to succeed.

I went home. I found my servant absent.

On going home, I found my servant absent.

(*ii*) ***By using adverbs or adverb phrases*** :—

You are a coward. There is no doubt about it.

CS CamScanner

You are *undoubtedly* a coward.
Afzal reached the playground. He was punctual.
Afzal reached the playground *punctually*.
He reached his home. The sun was just set.
He reached his home *by sunset*.

(*iii*) *By using phrases in Apposition* :—

Akram was a tailor. He was teased by the village boys.
Akram, a tailor, was teased by the village boys.
Alexander defeated Porus. Porus was the ruler of Taxila.

Alexander defeated Porus, the ruler of Taxila.

(*iv*) *By using several of the above methods* :—

I was in bad health. A long sea-voyage was recommended. My doctor had recommended it. Therefore, I obtained leave of absence from my Principal. This was in 1960.

In 1960, being in bad health, I obtained leave of absence from my Principal, a long sea-voyage having been recommended by my doctor.

The sun rose. The fog dispersed. The general determined to delay no longer. He gave the order to advance.

At sunrise, the fog having dispersed, the general determined to delay no longer, gave the order to advance.

Exercises

I *Combine each set of sentences into one simple sentence by using the above methods* :—

A

1. He attended to his duties. He earned promotion.
2. He caught fish. In this way he made a living.

3. He fell from a tonga. He broke his leg.
4. He was ill last term. He was unable to attend school.
5. We met schoolboys. They had hockey sticks in their hands. (Use Prepositions)

B

1. He passed the examination. It was fortunate.
2. He will fail. It is certain.
3. He answered me. His answer was correct.
4. We arrived home. We had a safe journey.
5. The train is very late. That is usual.

(Use Adverbs)

C

1. My uncle lives in Lahore. He is a well known merchant. Lahore is the capital of West Pakistan.
2. His only son died before him. He was a lad of great promise.
3. Iqbal was a great poet. He was born at Sialkot.
4. The dog bit the man. He was a notorious burglar.
5. Mr. Aslam lives in Karachi. He is an engineer. Karachi is a large town.

(Use phrases in Apposition)

D

1. He bought a good house. He furnished it well. He brought his family to live in it.

2. A child fell into a river. It would have been drowned. A passerby took it out. He saw it drowning.

3. There was a crow. He was thirsty. He was about to die. He went in search of water. He went far and near. He could not find water.

4. His father arrived. The prince heard this. He was full of joy.

5. I was surprised. I found a man in the room. The room was dark. The man was strange.

II. Combine into one complex sentence :--

1. (*a*) He gave us a reason. We did not understand the reason.

(*b*) He drew water from the well. The water was not sweet.

(*c*) Rain fell recently. It has increased the volume of water in the tank.

(*d*) He installed a water-pump. It does not raise a sufficient supply of water for his farm.

(P.U. 1948)

2. (*a*) Yesterday I saw a carriage. It was laden with a group of police men. It was made of wood. The soldiers were driving themselves to the police station.

(*b*) It was raining hard. Salma went out. She wanted to do her best for the ailing sister of Rashid. (1958).

3. (*a*) It was a dark night. The enemy lay on the hill-side. Fazal Din led troops to the attack. The enemy was driven from the hill.

CamScanner

(*b*) The door of the stable was open. The horse was gone. Hassan rushed to the town. He informed the police. (1957).

(D) Direct and Indirect Speech

94. There are two ways of reporting the words of a speaker ; (i) We may quote his *actual* words. This is called **Direct Speech** : He said, "I want a post-card."

The Direct Speech is enclosed between commas.

(ii) We may give the *substance* of the actual speech. This is called **Indirect speech** :
He said *that he wanted a post-card.*

The Indirect Speech has been introduced by the conjunction *that* and the commas have been omitted. The verb *said* is called the **Reporting Verb** and the speech is called the **reported speech.** The reported speech may be *Imperative*, a *statement*, a *question* or *exclamation* :

He said, "Go away." (Imperative)

He said, "I am ill." (Statement)

He said, "Do you want a new book ? (Question)

He said, "Hurrah ! We have won the match." (Exclamation)

Let us take each of these kinds of sentences separately :

(i) Imperative Sentences

95. Imperative becomes **an infinitive** in Indirect Speech and is introduced by one of these Reporting Verbs : *Tell, order, request, ask, advise, forbid, propose.*

(*a*) He said, "Go away."

He **ordered** him *to go* away.

(*b*) The teacher said to the boys, "Work hard."

The teacher **advised** the boys *to work* hard.

(*c*) Ahmad said to me, "Let us go for a walk."

Ahmad **proposed** to me that we should go for a walk.

(*d*) He said to me, "Please, lend me your book."

He **requested** me *to lend* him my book.

Exercises

I. *Put the following sentences into Indirect Speech* :—

1. "Sit down", he said to his servant.
2. "Copy the words into your note books", said the teacher to the boys.
3. The fox said to the crow, "Please sing me a sweet song."
4. The leader said, "Work hard and do your duty."
5. He said, "Let us go to the fair".
6. The teacher said to him, "Do not read so fast".
7. Father said to me, "Put by something for rainy days."
8. "Post this letter soon", said he to his servant.
9. "Honour your father and mother," said the teacher to the student.
10. "Let us take a walk by the river side," said Aslam to Nasir.
11. "Go to bed at once", said her mother to Farhat, "and refresh yourself".
12. He said to his friend, "Please lend me your bock '

13. He said to his teacher, "Pardon me, Sir."
14. Mother said to me, "Run upstairs, and bring me my spectacles".
15. "Go for a walk in the morning daily", said the doctor. "Take a bath on your return and then have a very light meal."

II. Translate into Direct as well as Indirect :—

(۱) استاد نے لڑکے سے کہاں کہ گھر جاؤ اور فیس لیکر آؤ
(۲) باپ نے بیٹے سے کہا کہ یہ کتاب مت پڑھو - (۳) اکرم
نے نوکر کو کہا کہ فوراً چلے جاؤ - (۴) اُستاد نے طالبعلموں
سے کہا کہ والدین کی عزت کرو - (۵) خالدہ کی ماں نے کہا
کہ فوراً سو جاؤ اور اپنے آپ کو تازہ کرو - (۶) ماسٹر صاحب
نے لڑکوں سے کہا کہ دفتر کے قریب شور نہ کریں - (۷) افضل
نے ہیڈ ماسٹر سے کہا کہ مہربانی فرما کر مجھے ایک ہفتہ کی
چھٹی دیجیئے - (۸) والد صاحب نے مجھے کہا کہ ہمیشہ بری
صحبت سے بچو - (۹) جرنیل نے فوجوں کو حکم دیا کہ کوچ
کر دو - (۱۰) اس نے مجھ سے کہا کہ محنت کرو -

(ii) Statcments

96. If the reporting verb is in the present, present perfect, on furure tense, there is no change in the tense of the reported speech.

(*a*) He says, "we are late".
He says (that) we *are* late.

(*b*) He has just told me, "we are late."
He has just told me (that) we *are* late.

(c) He will tell you "I am very sorry."

He will tell you he is very sorry."

Note : The conjunction *that* is usually omitted.

Exercises

I. Put the following sentences into the reported form :—

1. He says, "I want to speak to you."
2. I have explained, "They are not in fault."
3. They say, "We have finished our work."
4. They will tell me, "We have been very ill."
5. I have told him, "They are waiting outside".
6. Our teacher says, "You are a lazy boy."
7. He has told me, "He is ready to help us."
8. He tells me, "She has finished her work."
9. He says, "I am ill."
10. I will say to him, "You may go when you have finished your task."

97. (i) When the reporting verb is in the past tense, the tenses of the direct speech are changed into the corresponding past tenses :

He writes is changed to *he wrote.*

He wrote to *he had written.*

He is writing to *he was writing.*

He has written to *he had written.*

He will go to *he would go.*

He would go to *he would have gone.*

(ii) Pronouns are changed according to the sense of the report. Generally the pronouns of the first and second persons are changed to the third person and the pronouns of the third person remain unchanged.

He said, "*I* am unwell." He said that *he* was unwell.

(iii) Certain Adverbs of place and time are changed into more distant ones to suit past tense Thus :

Now *becomes* then

Here *becomes* there

Ago *becomes* before

Today *becomes* that day

Tomorrow *becomes* next day

Yesterday *becomes* the previous day or the day before

Last night *becomes* the previous night.

Next week *becomes* the following week.

Day after tomorrow *becomes* two days later.

Thus *becomes* so.

Too *becomes* also.

This *becomes* that.

These *becomes* those.

Examples :

He said, "I am *here* to help you."

He said that he was *there* so help them.

He said, "I went to Lahore *yesterday*."

He said that he had gone to Lahore *the day before.*

He said, "I shall come *next week.*"

He said that he would come the *following week.*

Exercises

I. *Put the following sentences into the Indirect Speech :—*

1. He said, "I met him last month."
2. He said, "They will be here soon."
3. He said to me, "I am anxious to go today.
4. Ahmad said, "I met my friend two weeks ago.
5. You said, "She has finished her work now."
6. He told me, "I am living in Karachi."
7. I told him, "I can come next week."
8. He said, "I think she is married."
9. He said, "I am very stupid."
10. The policeman said, "I caught a thief last night".
11. I said, "He can come in when I have finished my work."
12. The doctor told him, "You may have to stay in bed for a week."
13. I said to my teacher, "I was absent yesterday."
14. Ahmad said, "I am reading an interesting story."
15. Abdullah said, "I think, he is gone."
16. He said, "That is the last time I saw him."
17. He said, "I was very ill yesterday."

CS CamScanner

18. He said, "She has written me a long letter."
19. I explained to him, "They do not know you."
20. Tariq said, "My father arrived yesterday and will leave for Multan tomorrow."

Note 1. If the reported speech expresses a universal truth or a habitual fact, there is no change in the tenses :

(*a*) He said, "The earth *moves* round the sun."

He said that the earth *moves* round the sun.

(*b*) He said, "I *am* an early riser."

He said that he *is* an early riser.

Note 2. *Must* is sometimes used as present tense and sometimes as a future :

I must go now=I have to go now.

I must go again next week=I shall have to go again next week.

He said, "I must go *now*."

He said that he had to go *at once*.

He said, "I must go again next week."

He said that he would have to go again the following week.

Must expressing a rule does not change :

He said, "You must take off your shoes before entering a mosque."

He said that we *must* take off our shoes before entering a mosque.

II. *Change the following into Indirect :—*

1. The teacher said, "You must write in ink."

2. He said, "They must return to Lahore next Monday."
3. He said, "You must go home at once."
4. He said, "You must not cross the road against the red light."
5. The man said, "God is everywhere."
6. Our teacher taught us, "Honesty is the best policy."
7. He said, "Death is the end of life."
8. The teacher said, "You must do your home work before Tuesday."

III. Translate first into Direct and then into Indirect speech :

(۱) وہ کہتا ہے کہ میں کل گھر جاؤنگا۔ (۲) اس نے
مجھے کہا تھا کہ میری ماں بیمار ہے۔ (۳) استاد نے لڑکوں سے
کہا کہ کل سکول میں چھٹی ہو گی ۔ (۴) میں نے اپنے بھائی
سے کہا آؤ سیر کو چلیں ۔ (۵) استاد کہے گا کہ کمزور لڑکے
انعام حاصل نہیں کر سکتے ۔ (۶) میں نے اس سے کہا کہ
میں نے تمہاری کئی بار امداد کی ہے ۔ (۷) اس نے مجھ سے
کہا کہ میں پرسوں لاہور جاؤنگا۔ (۸) اس عورت نے کہا
کہ میرا خاوند ایک دوکاندار ہے ۔ (۹) گھوڑے نے خرگوش
کو کہا کہ مجھے تمہاری مدد کرنے کی فرصت نہیں ہے ۔
(۱۰) میرے دوست نے کہا کہ میں تمہیں ایک گھڑی
انعام دونگا ۔

(iii) Questions

98. The reporting verbs are : **ask, enquire, want to know.** The same tense changes are made as for statements when the reporting verb is in the past tense.

There are two types of questions ;

(*i*) **Those beginning with question Cords ; as,**

Who are you ?

What is your name ?

These are joined by the question words and not by *that* to the reporting verb :

He said to me, "What is your name ?"

He asked me *what* my name was :

(*ii*) **Those beginning with helping verbs and require *yes* or *no* for their answers ; as,**

Have you a book ? Is he a good boy ?

They require the word *if* or *whether* instead of *that* to join them with the reporting verb :

He said to me, "Have you a book ?"

He asked me *if* I had a book.

Exercise (first type of questions)

I. *Change the following sentences into the Indirect speech:—*

1. I said to him, "Whose book is this?"
2. He said, "Where is Afzal ?"
3. "What do you want?" he said to her.
4. He said, "How is your father?"
5. He enquired, "When do you intend to pay me?"
6. He said to me, "How old are you?"
7. He said to us, "Why are you sitting here"

8. "Which way did she go?" asked the young man.

9. Ajmal asked Afzal, "How can we go there?"

10. The teacher said to the boy, "Why did you leave the class without my permission?"

11. He said to me, "What will you do after the examination?"

12. He said to me, "Who are you?"

13. He said to me, "What is your name?"

14. I said to the carpenter, "How long will it take you to make me a table?"

15. The teacher said to the new comer, "What is your name? Where do you come from? Which school did you attend last?"

II. *Translate into Direct as well as Indirect* :—

(۱) اکبر نے مجھ سے پوچھا کہ تمھارا کیا نام ہے۔
(۲) استاد نے خالد سے پوچھا کیا تم سوال نکال سکتے ہو؟
(۳) دوکاندار نے گاہک سے پوچھا کہ تم دس روپے ماہوار
ادا کر سکتے ہو۔ (۴) رشید نے کہا کیا میں امتحان
میں کامیاب ہو جاؤں گا؟ (۵) احمد نے خالد سے پوچھا کیا
تمھارا چاقو گم ہو گیا ہے؟ (۶) استاد نے لڑکے سے
پوچھا کیا تم یہ کتاب پڑھ سکتے ہو؟ (۷) اس نے مجھ
سے پوچھا تم اس دوکان پر کیا کر رہے ہو؟ (۸) اکبر
نے اس سے پوچھا کہ تمھارا باپ کہاں ہے؟ (۹) میں نے
اس سے کہا کہ تم کہاں جا رہے ہو؟ (۱۰) استاد نے
لڑکے سے پوچھا کہ تم کل مدرسہ سے کیوں غیر حاضر تھے؟

CamScanner

Exercise (Second type of questions)

Change the following sentences into the Indirect narration :—

(*Direct*) He said to me, "Are you going today?"

(*Indirect*) He *asked* me *if* I was going that day.

D : Ahmad said to him, "Are you not well today?"

I : Ahmad *inquired* of him if he was not well that day.

Exercise

I. *Put the following into the indirect form* :—

1. The teacher said to the boy, "Have you got your books with you?"
2. He said to Munir, "Will you dine with me this evening?"
3. They said to us, "Do you really mean what you say?"
4. The master said to the servant, "Was there no chair in the room?"
5. "Are you ill, my child," said her father, "Or is there anything troubling you?"
6. The little boy said, "May I sleep with you tonight, mother?"
7. The man said to me, "Can you tell me when your father will come back?"
8. Nasir said to him, "Were you at school yesterday?"
9. He said to me, "Can you spare some money for me?"
10. The boy said, "Will there be a holiday tomorrow?"

11. The judge said to the prisoner, "Have you anything to say?"

12. Hassan said to me, "Are you ready?"

Exclamatory and Optative sentences

99. (*i*) The reporting verbs : **Exclaim, cry out, pray, wish.**

(*ii*) Interjections are omitted and their sense is indicated by adverbs and adverbial phrases :

D : He said, "*Hurrah* ! My friend has come".

I : He exclaimed *joyfully* that his friend had come.

D : She said "*Alas* ! my husband is dead".

I : She exclaimed *sorrowfully* that her husband was dead.

D : Hassan said, "How clever I am".

I : Hassan said that he was *very* clever.

D : He said, "Bravo ! You have done well".

I : He *applauded* him, saying that he had done well.

D : He said, "Good heavens ! What a disaster".

I : He *cried out* what a disaster it was.

D : He said, "Alas ! how foolish I have been",

I : He *confessed with regret* that he had been very foolish.

Optative

D : He said, "May you live long".

I : He *prayed* that he might live long.

D : He said, "I wish you all success".

I : He *wished* me all success.

CamScanner

Exercises

I. Rewrite the following sentences in the Indirect speech :—

1. "What a stupid fellow you are !" he said.
2. "Alas ! he is already dead," cried he.
3. "Hurrah ! We shall have a holiday tomorrow," said the students.
4. "Oh ! What beautiful flowers are these !" cried he.
5. He said, "Curse it ! who could have expected such a turn of events." (exclaimed with an oath).
6. "Nonsense !" he declared, "I cannot believe it". (He disapproved of it).
7. The child, "Oh! it is my doll". (cried joyfully).
8. Amjad said, "Hullo ! are you here ?" (was surprised).
9. "So help me Heaven!" he cried, "I will never steal again". He called upon Heaven to witness his resolve never to steal again.
10. "Good Lord ! what a sight you have made of your-self," said mother. (was surprised).
11. The hermit said, "O for a lodge in the wilder-ness !" (a wish).
12. The officer said, "Hang it all ! Can you not do it more neatly ?" (asked him angrily).
13. "Good gracious ! The fellow has come to life again." (He was greatly astonished to see......)
14. "Well !" he inquired, "How did you succeed ?" (He *eagerly* inquired......)
15. He said, "By Heaven ! I am quite innocent.' (He *swore* that......)

16. He said, "Good morning ! my friends" !
(Bade his friends good morning).

17. He said, "May his soul rest in peace" !

18. He said, "May God give you a son" !

II. *Translate into Direct as well as Indirect* :—

(۱) اس نے کہا ۔ آہا میرا دوست آ گیا ہے ۔ (۲) اس نے کہا افسوس ! میں نے کیسی بے وقوفی کی ہے ۔ (۳) اس نے کہا یہ کیسی بری خبر ہے ۔ (۴) اس نے کہا خدا اس گنہگار کو معاف کر دے ۔ (۵) اس نے کہا کاش تم وہاں نہ جاتے (۶) اس نے مجھ سے کہا خدا تمہاری عمر دراز کرے ۔ (۷) اس نے کہا ایسے ظالم پر خدا کی لعنت ۔ (۸) لڑکوں نے کہا آہا ! آج کیسا اچھا دن ہے ۔ (۹) لڑکوں نے کہا افسوس ہم نے میچ ہار دیا ہے ۔ (۱۰) غریب لڑکے نے کہا کاش کہ میں امیر کے گھر پیدا ہوتا ۔

100. Some special points regarding the conversion of Direct speech into the Indirect :—

(*a*) If there are two or more sentences of the *same* type, the *reporting verb* is not *repeated* :

(*i*) He said, "I am busy at present and cannot go out for a walk today".

He *said* that he was busy at that time and could not go out for a walk that day.

Also study the following :—

(*ii*) Amjad asked him, "How can we go there ? We have no bicycles with us."

Amjad asked him how they could go there. They had no bicycles with them.

(*iii*) Latif asked the teacher, "May I go out ? I want to see my brother waiting for me outside."

Latif asked the teacher if he might go out. He wanted to see his brother waiting for him outside.

(*iv*) We asked the Tehsildar, "May we dig a cnannel for water through this street ? When the rains come the water stands in front of our houses."

We asked the Tehsildar if we might dig a channel for water through that street. When the rains came the water stood in front of our houses.

(*b*) If a passage contains all types of sentences, (i.e. assertive, interrogative, imperative, exclamatory,) *appropriate* reporting verbs should be used with each sentence to bring out the full meanings :

(*Direct*) - The teacher became angry with the student and said, "Why have you again disturbed the class in this way? I have already told you that when I am speaking, you should be silent. Leave the room and do not return again today."

(*Indirect*) - The teacher became angry with the student and *asked* him why he had again disturbed the class in that way. He *reminded* him that he had already told him that he (student) should be silent when he (teacher) was speaking. He *ordered* him, therefore, to leave the room and not to return again that day.

101. How to report dialogues indirectly :—

In changing dialogues into the indirect form use *said* or *told* before statement and *asked* or *inquired* before questions :—

Father—Ali, wake up, it is late.

Ali —Oh father, I am so sleepy, do let me go to sleep again.

CamScanner

Father—Don't yawn like that, you lazy boy. Get up quickly. I have something to tell you.

Ali —I am awake, father. What have you, got to tell me.

Father—I am going to Lahore today to do some shopping. How would you like to come with me?

Indirect :—

The father *asked* Ali to wake up as it was late. Ali *told* his father that he was very sleepy and requested him to allow him (Ali) to go to sleep again.

The father told him that he should not yawn like that and said that he was a lazy boy. He ordered him to get up quickly. He had something to tell him.

Ali said that he was awake. He asked his father what he had got to tell him. The father said that he was going to Lahore that day to do some shopping and asked him how he liked to go with him.

102. A few typical Examples Solved.

(*i*) He said, "*Look here*, my friend, I am a stranger here and do not know my way about."

He *invited his friend's attention to the fact* that he was a stranger there and did not know his way about.

(*ii*) He said, "*Look out*, there is a snake behind you."
He *pointed out to me* that there was a snake behind me.

(*iii*) Afzal said, "Depend upon it, I shall be in time."
Afzal said that he was *quite sure* that he would be in time.

(*iv*) I said to the teacher, "May I go home, sir?" The teacher said, "Yes".
I respectfully asked permission of the teacher to go home and the teacher gave it.

(*v*) He said, "Yes, you are right."
He *asserted* that I was right."

(*vi*) He said, "No, it is not my fault."
He *denied* that it was his fault.

(*vii*) He said, "I must go to the cinema."
He *insisted* that he must go to the cinema.

(*viii*) He said, "I shall accept no such terms."
He *declared* that he would accept no such terms.

(*ix*) I said to him, "No, I shall not go with you."
I *refused* to go with him.

(*x*) The accused said, "Sir I am innocent."
The accused *pleaded* not guilty.

103. Conversion of Indirect to Direct.

The conversion of Indirect into Direct presents no special difficulties. You have only to reverse the rules for changing the various kinds of sentences from Direct to Indirect speech :

I : He asked me if I was ready.

D : He said to me, "Are you ready?"

I : He told me that he had done his work.

D : He said to me, "I have done my work."

I : I ordered my servant to bring me a chair.

D : I said to my servant, "Bring me a chair."

Turn the following sentences into the Direct Speech :—

1. He asked Amjad to go with him.
2. He cried that he would bring back the child.

CamScanner

3. I wrote that I would visit him next day.
4. Rashid told me that he was very sorry to hear of the sad death of my father.
5. He asked me if I had anything to say.
6. Nasir said that he wanted to be a soldier.
7. He advised his sons not to quarrel amongst themselves.
8. He requested me to give him a loan of fifty rupees.
9. He asked me how old I was.
10. He exclaimed with joy that he had won the first prize.
11. I wished that his soul might rest in peace.
12. The boy said respectfully that he did not know it.
13. We wished the gentleman good morning.
14. She prayed that God might bless him with a son.
15. He told them to be quiet.
16. I wrote that I would be coming the next day.
17. Father told me that it is wrong to tell a lie.
18. He said that it was very hot that day.
19. Akbar told me that he was sorry that he could not accompany him just then.
20. He said that he would surely see me two days later.

Examination Questions

I. Turn the following into the Indirect form of speech :

1. The robber said to Alexander, "I am the captive, I must hear what you are pleased to say and endure what you are pleased to inflict. But my soul will remain unconquered ; if I reply at all, I will reply to you like a free man". (1955)

2. One cold winter's night the king said to his Wazir, "Why are the jackals howling" ? "They are cold Your Majesty," replied the Wazir. "Let us give them blankets." He accepted the proposal but when after a few nights, the jackals were heard again, the king said, "Why are they howling now?" "Now they are praying for your long life Your Majesty," replied the Wazir. (1956)

3. "Are you ill, my dear ?" said the fox to the hen. "I should like to come and take care of you, for I can't bear to see you suffer like this." "No, thank you" replied the hen. "My mistress has locked me in to keep visitors away. I have no doubt I'll soon be well." (1957)

4. "Will you help me against a wild bear that has insulted me," said a horse to a man. "I shall gladly do so," said the man. "But I shall require your services afterwards and you will have to come home with me." "Thank you," said the horse, "but I shall not accept your kindness, for I see that revenge may cost me more than it is worth." (1958)

5. (*a*) "Tell us what happened," said Jamil to the woman, "We want to help you. In which direction did the lion disappear" ?

   (*b*) "Come," said the young scholar, "Let us be guide to the tomb of Mahinwal."
   "No," she said with a smile, "Mahinwal is not dead. I am sure he will come to our village one day". (1959)

6. "Nasima ! Why are you lying in bed ? It is seven o'clock. Didn't you hear me calling you?"

CamScanner

"Yes, mother. I heard you calling me but I don't want to get up. I don't want to go to school today. I want to stay at home."

"Why? Are you ill ?" her mother asked.

"No, mother, I am not ill, but my teacher gave me some work to do and I haven't done it". (1960)

7. (*a*) He said, "I go daily for a walk."
(*b*) Wajid said to me, "Will you come to Lahore ?"
(*c*) He will say, "I did not steal the book."
(*d*) She said, "Do not make a noise ? (1961)

(E) **Punctuation and the Use of capitals.**

(*i*) The **full stop** is used :—

(*a*) To mark the end of a sentence.
(*b*) After abbreviations ; M.A., B.A., Jan.
(*c*) After Roman figures ; William I., George V.

(*ii*) The **Question mark** is used after sentences which ask questions: How old are you ?

(*iii*) The **Exclamation mark** is used after words or sentences which are exclamations : "O dear me ! What have you done !" exclaimed the poor mother.

(*iv*) The **Comma** is used :

(*a*) To separate words in a list : The farmyard contained *sheep*, *horses*, *cattle*, *pigs*, and *fowls*.

(*b*) To separate the *Nominative of Address* : **My son,** attend to my words.

(*c*) To separate a group of words which explain another word : **Iqbal,** the famous poet of Pakistan, died at Lahore.

(*d*) To separate a quotation from the rest of the sentence : The officer shouted, "What are you doing here?"

(*e*) After many connecting words ; such as : indeed, in fact, at last, of course, no doubt :

In fact, his poetry is no better than prose.

(*v*) **An apostrophe** is used to show that a letter has been *turned* away ; as in the word *don't* which means do not, the letter *o* has been turned away. The *apostrophe* is now a sign of possession in nouns : The boy's coat. The lions tail.

(*vi*) **Quotation marks** are used to enclose words, phrases and sentences which are the actual words spoken: He said, **"You must go away at once"**

(*vii*) **The semicolon** (;) is used when a stop is required to mark a little longer pause than comma, but shorter than a full stop.

(*a*) As the comma separates words in a list, so a semicolon is used to mark off phrases ;
There were houses in it for Dolls of all stations in life ; kitchens for Dolls of the lower classes ; big houses for Dolls of high classes.

(*b*) Statements that are grammaticaly independent, but closely connected in sense are separated by semicolons : A rogue I hate ; a fool I despise : a weakling I pity.

(*viii*) (*a*) **A colon** is used to introduce a list :

Kindly supply the following articles :—a chair. a desk, and a dining table.

(*b*) A colon introduces an illustration :

The eight parts of speech are these : noun, pronoun, verb etc.

(*ix*) **Separation of Clauses by a comma :—**

(*a*) As a general rule. The adverbial clauses are separated by a comma :

He worked hard, so that he might win a scholarship.

(*b*) Adjective clauses that are not *restrictive* in meaning. but are coordinate with the Principle clause are separated by a comma :

My sister, *whom you met yesterday*, wants to speak to you.

(*c*) Restrictive adjective clauses and noun clauses are not generally separated by a comma :

This is the man *who stole my watch*. Will you tell me *what you had for lunch ?*

106. **Capital letters are used :—**

(*i*) For the first letter of a sentence.

(*ii*) For the first letter of every line of poetry.

(*iii*) For the first letter of proper names : Ali, Lahore.

(*iv*) For the first letter of the names of months, days holidays, special seasons, festivals :

. April, Monday, Easter, Muharram, Christmas.

(*v*) For the first letters of titles : The Prime Minister. The President of Pakistan.

(*vi*) For the pronoun *I* and the interjection *O*

(*vii*) For the first letter of direct quotation :

Then he said, "Let us go at once."

CS CamScanner

(*viii*) For the first letters of titles of books, poems, magazines, great events etc. : The English Grammar, The Times, The Great War.

(*ix*) For the first letter of the name of God, or a pronoun that stands for such a name :

We praise *Thee* O' God; mysterious are *Your* ways.

Exercises

I. *Insert commas in the following sentences where necessary* :—

1. Jackson the hunter shot a tiger.
2. If you cannot swim you may be drowned.
3. Feeling very miserable the boy began to cry.
4. Towns villages and hamlets were all attacked with the epidemic of cholera.
5. A public speaker should be cool collected and precise.
6. In fact there was nothing else to do.
7. The leaves as we shall see immediately are the feeders of the plant.
8. Where are you going Aslam.
9. I always found Akbar polite obedient and honest.
10. Abdulla the eldest son has left our school.
11. I will try my best to help you my friend.
12. Her father who has been to Karachi has just returned.

II. *Punctuate inserting* **capitals :—**

1. One of the thieves who seemed to be the captain came close up to the rock and said in a clear distinct tone open sesame at once a door flew open in the rock and when all the troops had entered closed off itself (1955).

2. Then the fox came along and the lion called out to him mr fox come in and help me I am ill and I am afraid I am dying but the clever fox stood outside and said today is monday and on mondays I go to visit mr jones shop (1956).

3. rashid my son I learn from mr khurshids letter that you stand last in your class is that so yes replied rashid looking very uncomfortable well said his father what have you to say for that you see father said rashid the boy who used to stand last has now left the school (1957).

4. hamid made history by running fifty yards in fifteen minutes his master was very pleased and said that is an excellent performance the boy thanked the teacher and said I would have done much better if the winds were not against me. (1958)

5. (*a*) what have your donkey exclaimed the barber in a rage havent I already degraded myself by shaving you insult me by asking me to shave your donkey be off with you.

   (*b*) see shouted the boy pointing to the flames he had carelessly left some wood near the fire and it was burning mr aslam saw a pot of water by the fire he turned to the boy and said you are a silly boy why dont you throw that water on the burning wood. (1959)

CHAPTER V

MEMORY CHARTS AS AIDS TO VOCABULARY

CHART No. 1 (Forms of the Verb)

1st Form:—I *do* it every day.

2nd Form:—I *did* it yesterday.

3rd Form:—I have *done* already.

4th Form:—I am *doing* it now.

	1st Form	*2nd Form*	*3rd Form*	*4th Form*	*Meaning*
1.	Abide	Abode	Abode	Abiding	(قائم رہنا)
2.	Arise	Arose	Arisen	Arising	(اٹھنا)
3.	Awake	Awoke	Awoke	Awaking	(جاگنا)
4.	Be	Was	Been	Being	(ہونا)
5.	Bear	Bore	Borne	Bearing	(برداشت کرنا)
6.	Beat	Beat	Beaten	Beating	(مارنا)
7.	Become	Became	Become	Becoming	(ہو جانا)
8.	Begin	Began	Begun	Beginning	(شروع کرنا)
9.	Bend	Bent	Bent	Bending	(جھکنا)
10.	Bid	Bade	Bidden	Bidding	(حکم دینا)
11.	Bite	Bit	Bitten	Biting	(دانت سے کاٹنا)
12.	Bleed	Bled	Bled	Bleeding	(خون بہنا)
13.	Blow	Blew	Blown	Blowing	(پھونک مارنا)

CamScanner

1st Form		2nd Form	3rd Form	4th Form	Meaning
14.	Break	Broke	Broken	Breaking	(توڑنا)
15.	Bring	Brought	Brought	Bringing	(لانا)
16.	Build	Built	Built	Building	(تعمیر کرنا)
17.	Burn	Burnt	Burnt	Burning	(جلانا - جلنا)
18.	Buy	Bought	Bought	Buying	(خریدنا)
19.	Catch	Caught	Caught	Catching	(پکڑنا)
20.	Come	Came	Come	Coming	(آنا)
21.	Dig	Dug	Dug	Digging	(کھودنا)
22.	Do	Did	Done	Doing	(کرنا)
23.	Draw	Drew	Drawn	Drawing	(کھینچنا)
24.	Drive	Drove	Driven	Driving	(ھانکنا)
25.	Drink	Drank	Drunk	Drinking	(پینا)
26.	Eat	Ate	Eaten	Eating	(کھانا)
27.	Fall	Fell	Fallen	Falling	(گرنا)
28.	Feed	Fed	Fed	Feeding	(کھلانا)
29.	Feel	Felt	Felt	Feeling	(محسوس کرنا)
30.	Fight	Fought	Fought	Fighting	(لڑنا)
31.	Find	Found	Found	Finding	(پانا)
32.	Fly	Flew	Flown	Flying	(اڑنا)
33.	Forget	Forgot	Forgotten	Forgetting	(بھولنا)
34.	Freeze	Froze	Frozen	Freezing	(جمنا)

1st Form	2nd Form	3rd Form	4th Form	Meaning
35. Get	Got	Got	Getting	(حاصل کرنا)
36. Give	Gave	Given	Giving	(دینا)
37. Go	Went	Gone	Going	(جانا)
38. Grow	Grew	Grown	Growing	(اُگنا ۔ اُگانا)
39. Hang	Hung	Hung	Hanging	(لٹکانا)
40. Hang	Hanged	Hanged	Hanging	(پھانسی دینا)
41. Have	Had	Had	Having	(رکھنا)
42. Hear	Heard	Heard	Hearing	(سننا)
43. Hide	Hid	Hidden	Hiding	(چھپنا ۔ چھپانا)
44. Hold	Held	Held	Holding	(پکڑنا)
45. Keep	Kept	Kept	Keeping	(رکھنا)
46. Kneel	Knelt	Knelt	Kneeling	(گھٹنا جھکانا)
47. Know	Knew	Known	Knowing	(جاننا)
48. Lay	Laid	Laid	Laying	(رکھنا)
49. Lie	Lay	Lain	Lying	(لیٹنا)
50 Lead	Led	Led	Leading	(رہنمائی کرنا)
51 Leap	Leapt	Leapt	Leaping	(کودنا)
52. Learn	Learnt	Learnt	Learning	(سیکھنا)
53. Leave	Left	Left	Leaving	(چھوڑنا)
54. Lend	Lent	Lent	Lending	(اُدھار دینا)

1st Form	2nd Form	3rd Form	4th Form	Meaning
55. Light	Lit	Lit	Lighting	(روشن کرنا)
56. Lose	Lost	Lost	Losing	(ضائع کرنا)
57. Make	Made	Made	Making	(بنانا)
58. Meet	Met	Met	Meeting	(ملانا)
59. Ride	Rode	Ridden	Riding	(سوار ہونا)
60. Ring	Rang	Rung	Ringing	(بجنا ۔ بجانا)
61. Rise	Rose	Risen	Rising	(اٹھنا)
62. Run	Ran	Run	Running	(دوڑنا)
63. Say	Said	Said	Saying	(کہنا)
64. See	Saw	Seen	Seeing	(دیکھنا)
65. Sell	Sold	Sold	Selling	(فروخت کرنا)
66. Send	Sent	Sent	Sending	(بھیجنا)
67. Sew	Sewed	Sewn	Sewing	(سینا)
68. Sing	Sang	Sung	Singing	(گانا)
69. Sink	Sank	Sunk	Sinking	(ڈوبنا)
70. Sleep	Slept	Slept	Sleeping	(سونا)
71. Smell	Smelt	Smelt	Smelling	(سونگھنا)
72. Speak	Spoke	Spoken	Speaking	(بولنا)
73. Spend	Spent	Spent	Spending	(خرچ کرنا)
74. Stand	Stood	Stood	Standing	(کھڑا ہونا)

	1st Form	2nd Form	3rd Form	4th Form	Meaning
75.	Steal	Stole	Stolen	Stealing	(چرانا)
76.	Sweep	Swept	Swept	Sweeping	(جھاڑو دینا)
77.	Swim	Swam	Swum	Swimming	(تیرنا)
78.	Shake	Shook	Shaken	Shaking	(ہلانا)
79.	Shine	Shone	Shone	Shining	(چمکنا)
80.	Shoot	Shot	Shot	Shooting	(گولی چلانا)
81.	Show	Showed	Shown	Showing	(دکھانا)
82.	Take	Took	Taken	Taking	(لینا)
83.	Teach	Taught	Taught	Teaching	(پڑھانا)
84.	Tear	Tore	Torn	Tearing	(پھاڑنا)
85.	Tell	Told	Told	Telling	(بتانا)
86.	Think	Thought	Thought	Thinking	(سوچنا)
87.	Throw	Threw	Thrown	Throwing	(پھینکنا)
88.	Wake	Woke	Woke	Waking	(جاگنا)
89.	Wear	Wore	Worn	Wearing	(پہننا)
90.	Weave	Wove	Woven	Weaving	(کپڑا بننا)
91.	Weep	Wept	Wept	Weeping	(رونا)
92.	Win	Won	Won	Winning	(جیتنا)
93.	Write	Wrote	Written	Writing	(لکھنا)

CamScanner

(B) Verbs that remain unchanged in three forms :—

Verbs	*Meanings*	*Verbs*	*Meanings*
Bet	(شرط لگانا)	Put	(رکھنا)
Broadcast	(نشر کرنا)	Quit	(ترک کرنا)
Burst	(پھٹنا)	Rid	(خلاصی پانا)
Cast	(پھینکنا)	Set	(قائم کرنا)
Cost	(قیمت ہونا)	Shed	(بہانا)
Cut	(کاٹنا)	Shut	(بند کرنا)
Hit	(مارنا)	Slit	(شگاف دینا)
Hurt	(چوٹ لگنا)	Spread	(پھیلانا)
Knit	(بننا)	Sweat	(پسینہ لانا)
Let	(چھوڑنا ۔ جانے دینا)	Thrust	(ٹھونسنا)

(C) *Verbs that have two forms of the* **Past Participle,** *one used as a part of some tense and the other as the* **Verbal adjective** *only ; as*

Verbs	*2nd Part of some Tense*	*Verbal Adjectives*
1. **Bind** (باندھنا)	He was *bound* by his promise.	It is your *bounden* duty to help your parents.
2. **Bend** (جھکنا)	The tree is *bent* down with fruit.	He went down on his *bended* knees.

Verbs	*2nd Part of some Tense*	*Verbal Adjectives*
3. **Bereave** (چھین لینا).	They were *bereft* of all hopes.	*Bereaved* family.
4. **Cleave** (پھٹنا)	The boat was *cleft* in two parts.	A *cloven* hoof.
5. **Drink** (پینا)	He has *drunk* much wine.	A *drunken* man was lying on the road.
6. **Get** (حاصل کرنا)	He had *got* wealth by ill means.	Ill-*gotten* wealth is soon spent.
7. **Melt** (پگھلنا)	The ice has *melted.*	The *molten* lead will be cast in a mould.
8. **Rot** (سڑنا)	All the oranges have *rotted.*	A *rotten* fruit.
9. **Pass** (گزرنا)	The days have *passed.*	My *past* days were happy.
10. **Sew** (سینا)	I have *sewed* this cloth.	A *well-sewn* cloth.
11. **Shave** (حجامت کرنا)	He had *shaved* himself before breakfast.	Clean *shaven* face.
12. **Sink** (ڈوبنا)	The ship has *sunk* under water.	The ship struck against a *sunken* rock.

CHART No. 2

Collective Nouns

An army of soldiers	(فوجیوں کا لشکر)
A band of musicians	(راگیوں کی منڈلی)
A batch of boys	(لڑکوں کا گروہ)
A bench of judges	(ججوں کی مجلس)
A board of directors	(ڈائرکٹروں کی کمیٹی)
A bunch of flowers	(پھولوں کا گلدستہ)
A brood of chickens	(چوزوں کا جھول)
A bundle of sticks	(چھڑیوں کا بنڈل)
A chain of mountains	(سلسلۂ کوہ)
A class of students	(طلبہ کی جماعت)
A cluster of stars	(ستاروں کا جھرمٹ)
A crew of sailors	(ملاحوں کی ٹولی)
A crowd of people	(لوگوں کا ہجوم)
A fleet of ships	(جہازوں کا بیڑا)
A flock of sheep	(بھیڑوں کا ریوڑ)
A gang of robbers	(ڈاکوؤں کا گروہ)
A herd of cattle	(مویشیوں کا گلہ)
A kennel of dogs	(کتوں کا غول)
A litter of puppies	(پلوں کا جھول)

CamScanner

A regiment of soldiers	(سپاہیوں کی پلٹن)
A set of articles	(اشیا کا سیٹ)
A shoal of fish	(مچھلیوں کا غول)
A squadron of planes	(ہوائی جہازوں کا دستہ)
A stud of horses	(گھوڑوں کا رسالہ)
A team of players	(کھلاڑیوں کا گروہ)
A troop of scouts	(سکاؤٹوں کا دستہ)

CHART No. 3

(Gender)

(*a*) **adding ess without dropping the last vowel.**

	Masculine	*Feminine*	*Meaning*
1.	Author	Authoress	(مصنف ۔ مصنفہ)
2.	Baron	Baroness	(نواب ۔ نوابن)
3.	Count	Countess	(نواب ۔ نوابن)
4.	God	Goddess	(دیوتا ۔ دیوی)
5.	Giant	Giantess	(دیو ۔ دیونی)
6.	Heir	Heiress	(وارث ۔ وارثہ)
7.	Host	Hostess	(میزبان)
8.	Jew	Jewess	(یہودی ۔ یہودن)
9.	Lion	Lioness	(شیر ۔ شیرنی)
10.	Poet	Poetess	(شاعر ۔ شاعرہ)

(*b*) adding ess with dropping the last vowel.

11.	Actor	Actress	(اداکار)
12.	Director	Directress	(ڈائریکٹر)
13.	Duke	Duchess	(نواب - نوابن)
14.	Headmaster	Headmistress	(ہیڈ ماسٹر)
15.	Hunter	Huntress	(شکاری ـ شکارن)
16.	Inspector	Inspectress	(ناظم ـ ناظمہ)
17.	Master	Mistress	(مالک ـ مالکن)
18.	Emperor	Empress	(شہنشاہ ـ ملکہ)
19.	Negro	Negress	(حبشی ـ حبشن)
20.	Prince	Princess	(شاہزادہ ـ شاہزادی)

(*c*) By using other endings.

21.	Executor	Executrix	(جلاد)
22.	Czar (Zar)	Czarina	(زار - زارینہ)
23.	Don	Donna	(جناب ـ جنابہ)
24.	Sultan	Sultana	(سلطان ـ سلطانہ)
25.	Fox	Vixen	(لومڑ ـ لومڑی)
26.	Hero	Heroine	(بہادر مرد ـ بہادر عورت)
27.	Lad	Lass	(لڑکا ـ لڑکی)

(*d*) **By adding a word.**

28.	Bull-calf	Cow-calf	(بچھڑا - بچھڑی)
29.	Buck-rabbit	Doe-rabbit	(خرگوش)
30.	Cock-sparrow	Hen-sparrow	(چڑا - چڑیا)
31.	He-goat	She-goat	(بکرا - بکری)
32.	Jack-ass	She-ass	(گدھا - گدھی)
33.	Man-servant	Maid-servant	(نوکر - نوکرانی)
34.	Grandfather	Grandmother	(دادا - دادی)
35.	Landlord	Landlady	(مالک مکان - مالکہ مکان)
36.	Pea-cock	Pea-hen	(مور - مورنی)
37.	Milk-man	Milk-maid	(گوالا - گوالن)
38.	Doctor	Lady-doctor	(ڈاکٹر - لیڈی ڈاکٹر)

(*e*) **By using a different word.**

39.	Bachelor	Maid	(کنوارہ - کنواری)
40.	Boar	Sow	(سور - سورنی)
41.	Boy	Girl	(لڑکا - لڑکی)
42.	Bride-groom	Bride	(دولہا - دولہن)
43.	Buck	Doe	(ہرن - ہرنی)
44.	Bull	Cow	(بیل - گائے)
45.	Cock	Hen	(مرغا - مرغی)

46.	Colt	Filly	(بچھڑا ۔ بچھڑی)
47.	Drake	Duch	(مرغابی یا بطخ)
48.	Dog	Bitch	(کتا ۔ کتیا)
49.	Drone	Bee	(شہد کی مکھی ۔ نکھٹو)
50.	Earl	Countess	(نواب ۔ نوابن)
51.	Father	Mother	(باپ ۔ ماں)
52.	Gander	Goose	(راج ھنس نر ۔ راج ھنس مادہ)
53.	Horse	Mare	(گھوڑا ۔ گھوڑی)
54.	Husband	Wife	(خاوند ۔ بیوی)
55.	King	Queen	(بادشاہ ۔ ملکہ)
56.	Lord	Lady	(آقا ۔ بیگم)
57.	Monk	Nun	(راھب ۔ راھبہ)
58.	Man	Woman	(مرد ۔ عورت)
59.	Nephew	Niece	(بھتیجا ۔ بھتیجی)
60.	Papa	Mama	(ابا ۔ امی)
61.	Ram	Ewe (U)	(مینڈھا ۔ بھیڑ)
62.	Sir	Madam	(جناب ۔ جنابہ)
63.	Stag	Hind	(بارہ سنگا)
64.	Son	Daughter	(بیٹا ۔ بیٹی)
65.	Uncle	Aunt	(چچا ۔ چچی)
66.	Wizard	Witch	(جادو گر ۔ جادو گرنی)
67	Widower	Widow	(رنڈوا ۔ رانڈ)

CHART No. 4

(*Number*)

(*i*) **Nouns used in Singular only :—**

Noun		*Uses*
Abuse	...	He gave me much abuse.
Advice	...	The teacher gave us much advice.
Alphabet	...	The English alphabet *is* very simple.
Bunting	...	The town was decorated with flags and bunting.
Clothing	...	They distributed food and clothing.
Furniture	...	All the furniture of his house *was* auctioned.
Gossip	...	The town was full of gossip.
Information	...	Your information *is* wrong.
Off-spring	...	These four children are his off-spring.

(*ii*) **Nouns Plural in form but Singular in sense :—**

Gallows	...	A gallows *was* erected outside the jail.
Innings	...	The first innings *is* not yet over.
News	...	This news *was* known to every body.
Summons	...	A summons *was* served on him.
Mathematics	...	Mathematics *is* an interesting subject.

(*iii*) **Nouns used only in the Plural :—**

Bellows, scissors, tongs, spectacles, trousers, drawers, breeches, pants, socks.

CamScanner

His socks *are* dirty. My trousers *are* white. His scissors *are* sharp. Where *are* your spectacles ?

2. Other such Nouns :—

Alms	(خیرات)	Alms *were* given to the poor.
Assets	(جائداد)	His assets *were* put to auction.
Credentials	(سرکاری تعارفی خطوط)	His credentials *were* presented to the King.
Environs	(گردونواح)	The environs of this city *are* dirty.
Goods	(اسباب)	The goods *are* on sale.
Premises	(عمارت و ملحقہ اراضی)	The school premises *are* neat and clean.
Proceeds	(آمدنی)	The proceeds of auction *were* poor.
Thanks	(شکریہ)	My thanks *are* due to Mr. Aslam.
Statistics	(اعداد و شمار)	What *are* the statistics of crime during this month.
Tactics	(تدابیر)	His tactics *are* too mean.

(iv) **Nouns of Multitude Take a Plural Verb :—**

Cattle	...	The cattle *are* grazing in the field.
Cavalry	...	The Cavalry *were* ordered to march.
Clergy	...	The Clergy *are* well paid in America.
Gentry	...	The gentry *were* invited to dinner.

Mankind ... Mankind yearn for peace.

Peasantry ... The peasantry of Pakistan are poor.

People ... The people are the real rulers.

(v) Nouns having different meanings in the Plural :—

Advice (نصیحت) Advices (اطلاعات)

No advices were received from the battle-field.

Air (ھوا) Airs (شیخی)

He gave himself airs.

Compass (قطب نما) Compasses (پرکار)

Draw a circle with the compasses.

Force (طاقت) Forces (فوج)

We met the enemy's forces in the battle-field.

Iron (لوھا) Irons (ہتھکڑی)

The police use irons for thieves.

Physic (دوائی) Physics (علم طبیعات)

Physics is more difficult than Chemistry.

Return (واپسی) Returns (اعداد و شمار)

Prepare the annual returns

Sand (ریت) Sands (ریگستان)

He lost his way in the sands of Arabia.

(vi) **Nouns having two meanings in the Plural :—**

Arms	(بازو)	I have two arms.
	(اسلحہ)	The army is equipped with arms.
Customs	(رسم و رواج)	Different nations have different customs.
	(محصول)	Customs are imposed by the Government on exports and imports.
Letters	(خطوط)	I have received two letters from my friend.
	(علم و فضل)	Iqbal was a man of letters.
Minutes	(منٹ)	I shall return in a few minutes.
	(خلاصہ کارروائی)	The Secretary read out the minutes of the last meeting.
Numbers	(اعداد)	Arithmetic is the science of numbers.
	(اشعار)	Tell me not in mournful numbers Life is but an empty dream.

(vii) **Nouns with two forms for Plurals each with a different meaning :—**

1.	Brothers	(حقیقی بھائی)	Hamid and Farid are two brothers.
	Brethren	(قوم کے بھائی)	Arabs are our Muslim brethren.
2.	Cloths	(تھان)	He bought two cloths of muslin from the bazar.
	Clothes	(لباس)	He is wearing dirty clothes.

CamScanner

3.	Geniuses	(قابل آدمی)	Geniuses are found in every country.
	Genii	(جن)	People are afraid of genii.
4.	Indexes	(فہرستیں)	The boys have not given indexes in their exercise books.
	Indices	(اعداد قوت نما)	We learn indices in Algebra.
5.	Staffs	(عملہ)	All the Editorial Staffs of newspapers are low paid.
	Staves	(ڈنڈے)	All the scouts use their staves while on duty.

(viii) Miscellaneous Plurals

Serial No.	*Singular*	*Plural*	*Meaning*
1.	Foot	Feet	(پاؤں)
2.	Goose	Geese	(ہنس)
3.	Louse	Lice	(جوں)
4.	Man	Men	(آدمی)
5.	Tooth	Teeth	(دانت)
6.	Woman	Women	(عورت)
7.	Son-in-law	Sons-in-law	(داماد)
8.	Child	Children	(بچہ)
9.	Mouse	Mice	(چوہا)
10.	Ox	Oxen	(بیل)

CamScanner

(ix) Foreign Plurals

Change *us* into

1.	Aluminous	Alumini	(یونیورسٹی کا طالبعلم)
2.	Bacillus	Bacilli	(بکٹیریا)
3.	Focus	Foci	(ماسکہ)
4.	Fungus	Fungi	(کھمبی)
5.	Locus	Loci	(راستہ)
6.	Radius	Radii	(نصف قطر)
7.	Stimulus	Stimuli	(محرک)
8.	Syllabus	Syllabi	(نصاب تعلیم)

Change *is* into *es*

9.	Axis	Axes	(محور)
10.	Analysis	Analyses	(تجزیہ)
11.	Basis	Bases	(بنیاد)
12.	Crisis	Crises	(نازک وقت)
13.	Index	Indices	(فہرست ۔ مضامین)
14.	Oasis	Oases	(نخلستان)

Change *um* into *a*

15.	Agendum	Agenda	(کاروائی نامہ)
16.	Curriculum	Curricula	(نصاب)

CS CamScanner

17.	Datum	Data	(معلوم)
18.	Criterion	Criteria	(کسوٹی)
19.	Erratum	Errata	(چھاپے کی غلطی)
20.	Memorandum	Memoranda	(غیر رسمی خط - یاد داشت)
21.	Medium	Media	(ذریعہ)
22.	Sanatorium	Sanatoria	(صحت افزا مقام)
23.	Stadium	Stadia	(ورزش کا میدان)
24.	Symposium	Symposia	(مباحثہ)

CHART No. 5

Comparison of Adjectives

	Positive	*Comparative*	*Superlative*	*Meaning*
1.	Able	abler	ablest	(قابل)
2.	Black	blacker	blackest	(سیاہ)
3.	Bold	bolder	boldest	(دلیر)
4.	Brave	braver	bravest	(بہادر)
5.	Clear	clearer	clearest	(صاف)
6.	Clever	cleverer	cleverest	(ہوشیار)
7.	Deep	deeper	deepest	(گہرا)
8.	Fine	finer	finest	(باریک - عمدہ)
9.	Great	greater	greatest	(بڑا)
10.	Idle	idler	idlest	(سست)

Positive	Comparative	Superlative	Meaning
11. Hard	harder	hardest	(سخت)
12. Kind	kinder	kindest	(مہربان)
13. Large	larger	largest	(وسیع)
14. Light	lighter	lightest	(ھلکا)
15. Long	longer	longest	(لمبا)
16. Noble	nobler	noblest	(شریف النفس)
17. Old	older	oldest	(پرانا)
18. Poor	poorer	poorest	(غریب)
19. Rich	richer	richest	(امیر)
20. Simple	simpler	simplest	(سادہ)

(*ii*) **The consonant preceded by a short vowel is doubled.**

21. Big	bigger	biggest	(بڑا)
22. Fat	fatter	fattest	(موٹا)
23. Hot	hotter	hottest	(گرم)
24. Thin	thinner	thinnest	(پتلا - باریک)
25. Wet	wetter	wettest	(گیلا)

(*iii*) **'y' preceded by a consonant is changed into 'i'**

26. Busy	busier	busiest	(مصروف)
27. Dry	drier	driest	(خشک)
28. Easy	easier	easiest	(آسان)
29. Happy	happier	happiest	(خوش)

30.	Holy	holier	holiest	(پاک)
31.	Heavy	heavier	heaviest	(بھاری)
32.	Lazy	lazier	laziest	(سست)

(*iv*) Adjectives of more than one syllable take *more* and *most* for comparative and superlative degress respectively.

33.	Awful	more awful	most awful	(دہشت ناک)
34.	Beautiful	most beautiful	most beautiful	(خوبصورت)
35.	Difficult	more difficult	most difficult	(مشکل)
36.	Careful	more careful	most careful	(محتاط)
37.	Splendid	more splendid	most splendid	(شاندار)

(*v*) Irregular comparison.

38.	Bad	worse	worst	(برا)
39.	Far	farther	farthest	(دور)
40.	Fore	former	foremost (first)	(سامنے)
41.	Forth	further	furthest	(آگے)
42.	Good	better	best	(اچھا)
43.	Late	later (latter)	latest, last	(تاوقت)
44.	Many or much	more	most	(بہت)
45.	In	inner	innermost	(اندرونی)
46.	Up	upper	uppermost	(بالائی)
47	Out	outer	outermost	(بیرونی)

CHART No. 6

(Use of Prepositions)

(*a*) Different prepositions used with the same verb for persons and things.

1. Accompany by

The boy was accompanied by his sister (person).

Accompany with

The angry report was accompanied with a blow (thing).

2. Agree with .

I agree with you (person).

Agree to

I quite agree to your proposal (thing).

3. Angry with

My teacher is angry with me (person).

Angry at

My teacher is angry at my rudeness (thing).

4. Compete with

He competed with four boys in the race (person).

Compete for

He competed for a prize (thing).

5. Concur with

I concur with you (person).

CamScanner

Concur in

I concur in your judgment. (thing)

6. Deal with

He deals honestly with his customers. (person)

Deal in

My brother deals in cotton. (thing)

7. Differ with

I differ with you on this point. (person)

Differ in

I differ in opinion about this point. (thing)

8. Engage to

He is engaged to a beautiful girl. (person)

Engage in

He is engaged in his business. (thing)

9. Part from

I parted from my mother. (person)

Part with

He parted with his money. (thing)

10. Pleased with

He is pleased with you. (person)

Pleased at

He is pleased at your behaviour. (thing)

11. **Reconcile with**

I am reconciled with my brother. (person)

Reconcile to

I was reconciled to my lot. (thing)

12. **Tired of**

I am tired of my friend. (person)

Tired with

I am tired with exercise. (thing)

(*b*) Words followed by suitable Prepositions

A (*i*) Verbs

We must abide by the law.	(قائم رهنا)
These forests abound with tigers.	(بکثرت هونا)
Wise people abstain from wine.	(پرہیز کرنا)
He did not accede to my request.	(مان لینا)
I am not accustomed to such a shabby treatment.	(عادی ہونا)
I am not acquainted with your father.	(واقف ہونا)
He acted upon the advice of elders.	(عمل کرنا)
How do you account for this blunder.	(سبب بتلانا)
He was acquitted of murder.	(بری ہونا)
He is addicted to gambling	(عادی ہونا)
He was admitted to the 9th class	(داخل ہونا)

The hunter aimed at the bird. (نشانہ باندھنا)

He was accused of theft. (مجرم گرداننا)

He alighted from the train. (اترنا)

I was annoyed at his remarks. (تنگ ہونا)

He is ashamed of his conduct. (شرمسار ہونا)

I was astonished at the sight. (حیران ہونا)

He allotted to me a house. (تقسیم کرنا)

The student apologised to his teacher. (معافی مانگنا)

I approve of your plan. (پسند کرنا)

He arrived at Lahore. (پہنچنا)

He is ashamed of his past. (شرمسار ہونا)

Do not associate with bad boys. (میل جول رکھنا)

Attend to your lessons please. (توجہ کرنا)

The servant attends on his master. (حاضر خدمت رہنا)

He appealed to the judge for mercy. (اپیل کرنا)

B

This book belongs to Aslam. (ملکیت ہونا)

He begged for mercy. (التجا کرنا)

He was born of poor parents. (پیدا ہونا)

Never boast of your learning. (شیخی بگھارنا)

The king bestowed honours on his vizier. (عطا فرمانا)

He is blessed with a son. (بخشنا)

Beware of evil company. (خبردار رہنا)

C

What do I care for him. (پرواہ کرنا)

I called at his house. (ملاقات کو جانا)

He has been charged with murder. (الزام لگانا)

I must comply with your orders. (تعمیل کرنا)

The lorry collided with a tonga. (ٹکر کھانا)

Commit to memory these two poems. (از بر کرنا)

Compare Akbar with Aurangzeb. (مقابلہ کرنا)

We can compare a child to a monkey. (تشبیہ دینا)

He is contented with his lot. (قانع ہونا)

This building consists of three rooms. (مشتمل ہونا)

I congratulate you on your success. (مبارک باد دینا)

I condoled with him on his father's death. (ماتم پرسی کرنا)

Parents connive at their children's faults. (چشم پوشی کرنا)

I do not correspond with him regularly. (خط و کتابت کرنا)

I am convinced of your innocence. (یقین ہونا)

You will soon be cured of this disease. (شفا یاب ہونا)

D

She was deprived of her ornaments. (محروم ہونا)

He cannot desist from abusing. (رکنا)

I dispensed with his services. (ختم کرنا)

I disposed of my cow for fifty rupees. (فروخت کرنا)

He died of Malaria. (مرنا)

E to G

He was exposed to a great danger. (خطرے میں پڑنا)

Poor students are exempted from the payment of fee. (مستثنیٰ کرنا)

We should not encroach on the rights of others. (غصب کرنا)

The teacher enquired of me the reason of my absence. (دریافت کرنا)

The police inquired into the case. (تفتیش کرنا)

He is fatigued with hard work. (تھک جانا)

The hunter fired at the bird. (گولی چلانا)

He glanced at the letter. (نگاہ ڈالنا)

He is gifted with intelligence. (عطیہ رکھنا)

None could guess at the truth. (اندازہ لگانا)

I

I am impressed with your behaviour. (متاثر ہونا)

I am indebted to you for your kindness. (احسان مند ہونا)

He indulges in smoking too much. (عادت ڈالنا)

The road was infested with robbers. (تکلیف دے)

He insisted on my going there. (تقاضا کرنا)

He was introduced to the officer. (تعارف کرانا)

J to O

You should not jeer at anybody. (مذاق اڑانا)

Who is knocking at the door ? (دستک دینا)

He lacks in manners. (کمی ہونا)

I laughed at his folly. (ہنسنا)

Listen to what I say. (غور سے سننا)

This road leads to the station. (جانا)

Do not meddle with his affairs ? (دخل دینا)

He was married to a nice girl. (شادی کرنا)

He objected to my proposal. (مخالفت کرنا)

I am obliged to you for this favour. (ممنون ہونا)

P

I am pleased with you. (خوش ہونا)

The meeting has been postponed to Monday next. (ملتوی ہونا)

I prevailed upon him to join the college. (ترغیب دینا)

The D.C. presided at the meeting. (صدارت کرنا)

I prefer riding to walking. (ترجیح دینا)

A wise man profits by experience. (فائدہ اٹھانا)

He is qualified for teaching science. (اہلیت رکھنا)

He quarrelled with his brother. (جھگڑا کرنا)

R

I must rely on what he says. (بھروسہ کرنا)

You will repent of your evil deeds. (پشیمان ہونا)

He has retired from service. (مستعفی ہونا)

You should refrain from gambling. (باز رہنا)

The father rejoiced at his son's success. (خوشی مناتا)

The boy was rescued from drowning. (بچانا)

The country was rid of robbers. (خلاصی کرانا)

He was robbed of his purse. (لوٹ لینا)

Akbar ruled over India for 50 years (حکومت کرنا)

He is not satisfied with his son's progress. (مطمئن ہونا)

They set the house on fire. (آگ لگانا)

They searched for the missing child. (تلاش کرنا)

We sent for the doctor. (بلانا)

He suffered from fever. (مبتلا ہونا)

He succumbed to his injuries. (مغلوب ہونا)

Never stare at ladies. (گھورنا)

I sympathised with him in his sorrow. (ہمدردی کرنا)

He was sentenced to six months imprisonment. (سزا دینا)

T

He trembled with fear.	(کانپنا ـ تهرانا)
This pond teems with.	(پر ہونا)
I cannot testify to your honesty.	(شہادت دینا)
The elephant trampled on the child.	(کچلنا)

V to Y

He vied with others for the scholarship.	(مقابلہ کرنا)
Three members voted for the bill.	(ووٹ دینا)
He warned me of the danger.	(آگاہ کرنا)
They wrestled with each other.	(کشتی کرنا)
Never yield to temptation.	(مان لینا۔دب جانا)
The mother yearns for her child.	(آرزو رکھنا)

(*ii*) Nouns and Adjectives

We should not be afraid of death.	(خوف زدہ)
His house is adjacent to the school.	(ملحقہ)
We are answerable to God for our actions.	(جواب دہ)
My son is averse to labour.	(متنفر)
I am not aware of this fact.	(باخبر)
Early rising is beneficial to health.	(مفید)

This man is blind of one eye. (اندھا)

He is bent on mischief. (آمادہ)

He is busy with his lessons. (مصروف)

I am confident of my success. (بھروسہ رکھنے والا)

He is contented with his lot. (مطمئن)

Be courteous to all. (با ادب)

He is dependent on his brother. (دست نگر)

He is dear to me. (پیارا)

He is desirous of meeting him. (خواہش مند)

I have no enmity with him. (دشمنی)

He is not eligible for this post. (مستحق)

I am not envious of your success. (حاسد)

This servant is faithful to his master. (وفادار)

His name is familiar to me. (آشنا)

I am not familiar with him. (واقف)

Children are fond of sweets. (شائق)

He is heir to the property of his uncle. (وارث)

I had an interview with him. (ملاقات)

He is hostile to my plans. (مخالف)

I am ill with fever. (بیمار)

Why are you jealous of my success ? (حاسد)

He is lame of one leg. (لنگڑا)

I have no objection to the proposal. (اعتراض)

He took offence at my remarks. (رنج)

He has a passion for gambling. (جذبہ)

He asked pardon of his teacher. (معافی)

He is neglectful of duty. (غافل)

He is negligent in his studies. (بے پرواہ)

He is obedient to his teachers. (فرمابردار)

He is popular with his subordinates. (ہر دلعزیز)

I am not responsible for his actions. (ذمہ دار)

The ball is at rest. (سکون)

Mecca is sacred to Muslims. (متبرک)

This pen is similar to mine. (مشابہ)

I am sure of success. (یقین)

I am thankful to you for this favour. (شکر گزار)

She was vain of her beauty. (خود نما)

He is well up in English. ماہر

He is not zealous for social work. (سر گرم)

CHART No. 7

(Some Expressive Words)

(a) Cries of Animals

1.	Apes gibber	بندر چڑچڑاتے ہیں
2.	Asses bray	گدھے ہینگتے ہیں
3.	Bears and tigers growl	ریچھ اور شیر غراتے ہیں
4.	Camels grunt	آونٹ بڑبڑاتے ہیں
5.	Cats mew	بلیاں میاؤں میاؤں کرتی ہیں
6.	Cocks crow	مرغ بانگ دیتے ہیں
7.	Dogs bark	کتے بھونکتے ہیں
8.	Elephants trumpet	ہاتھی چنگھاڑتے ہیں
9.	Flies buzz	مکھیاں بھنبھناتی ہیں
10.	Foxes yelp	لومڑیاں بھونکتی ہیں
11.	Frogs croak	مینڈک ٹراتے ہیں
12.	Goats bleat	بکریاں مائیں مائیں کرتی ہیں
13.	Hens cluck	مرغیاں کٹ کٹ کرتی ہیں
14.	Horses neigh	گھوڑے ہنہناتے ہیں
15.	Jackals howl	گیدڑ ہونکتے ہیں
16.	Lions roar	شیر دھاڑتے ہیں
17.	Mice squeak	چوہے چیختے ہیں
18.	Owls hoot	الو بولتے ہیں

19. Pigeons coo	کبوتر کو کو کرتے ہیں
20. Sparrows chirp	چڑیاں چوں چوں کرتی ہیں

(*b*) Sounds

1. Arms clang	ہتھیاروں کی جھنکار آتی ہے
2. Bells ring	گھڑیال بجتے ہیں
3. Clouds thunder	بادل گرجتے ہیں
4. Coins jingle	سکے جھنجھناتے ہیں
5. Horns blow	ہارن بجتے ہیں
6. Leaves rustle	پتے سائیں سائیں کرتے ہیں
7. Drums beat	نقارے بجتے ہیں
8. Wings flutter	پر پھڑ پھڑاتے ہیں
9. Carriages rumble	چھکڑے گھڑ گھڑ کرتے ہیں
10. Clocks tick	گھڑیاں ٹک ٹک کرتی ہیں

(*c*) Comparisons

1. Agile as a monkey	بندر کی طرح پھرتیلا
2. Black as a crow	کوّے کی طرح سیاہ
3. Blind as a bat	چمگادڑ کی طرح اندھا
4. Brave as a lion	شیر کی طرح بہادر
5. Bright as a day	دن کی طرح روشن
6. Brittle as a glass	شیشے کی طرح کڑکیلا

7.	Busy as a bee	شہد کی مکھی کی طرح مصروف
8.	Clear as crystal	بلور کی طرح شفاف
9.	Cold as ice	برف کی طرح سرد
10.	Cunning as a fox	لومڑی کی طرح چالاک
11.	Fair as a rose	گلاب کی طرح خوبصورت
12.	Firm as a rock	چٹان کی طرح مضبوط
13.	Gentle as a lamb	بھیڑ کے بچے کی طرح شریف
14.	Green as grass	گھاس کی طرح سبز
15.	Hard as stone	پتھر کی طرح سخت
16.	Light as a feather	پر کی طرح ہلکا
17.	Pale as death	موت کی طرح پیلا
18.	Proud as a peacock	مور کی طرح مغرور
19.	Quiet as a mouse	چوہے کی طرح خاموش
20.	Red as blood	خون کی طرح سرخ
21.	Regular as a clock	گھڑی کی طرح باقائدہ
22.	Round as a ball	گیند کی طرح گول
23.	Sharp as a needle	سوئی کی طرح تیز
24.	Silly as a sheep	بھیڑ کی طرح بیوقوف
25.	Soft as silk	ریشم کی طرح نرم
26.	Stupid as a donkey	گدھے کی طرح بیوقوف
27.	Sweet as honey	شہد کی طرح میٹھا

28. Swift as an arrow — تیر کی طرح تیز

29. Sure as death — موت کی طرح یقینی

30. White as snow — برف کی طرح سفید

CHART No. 8

Substitution

(A) Homes

1.	**Asylum**	(جائے پناہ)	The home of a lunatic.
2.	**Castle**	(محل)	The home of a nobleman.
3.	**Convent**	(عیسائی خانقاہ)	The home of a nun.
4.	**Hive**	(چھتہ)	The home of a bee.
5.	**Kennel**	(سگ خانہ)	The home of a dog.
6.	**Prison**	(قید خانہ)	The home of a convict.
7.	**Stable**	(اصطبل)	The home of a horse.
8.	**Sty**	(سور خانہ)	The home of a pig.
9.	**Studio**	(مصور کی دوکان)	The home of an artist.

(B) Places

10.	**Aerodrome**	(ہوائی اڈہ)	Where aeroplanes land.
11.	**Bakery**	(تنور خانہ)	Where bread is baked.
12.	**Cemetry**	(گورستان)	Where the dead are buried.
13.	**Crematory**	(شمشان)	Where the dead are burnt.

14.	**Dispensary**	(دواخانہ)	Where medicines are dispensed
15.	**Factory**	(کارخانہ)	Where various kinds of goods are manufactured.
16.	**Granary**	(اناج کا گودام)	Where grains are stored.
17.	**Gymnasium**	(ورزش گاہ)	Where gymnastic exercises are done.
18.	**Laundry**	(دھوبی خانہ)	Where dirty clothes are washed.
19.	**Lavatory**	(طہارت خانہ)	A place for washing.
20.	**Laboratory**	(تجربہ گاہ)	Where scientific experiments are carried on.
21.	**Museum**	(عجائب خانہ)	Where historical curios and relics are stored.
22.	**Mint**	(ٹکسال)	Where money is made.
23.	**Pharmacy**	(دوا سازی کا کارخانہ)	Where medicines are prepared.
24.	**Sanatorium**	(صحت افزا مقام)	Where health is preserved and promoted.
25.	**Theatre**	(تماشہ گاہ)	Where dramatic performances are seen.
26.	**Zoo**	(چڑیا گھر)	Where wild animals are kept

CamScanner

(C) General

27.	**Assembly**	(مجمع)	People at a seremn meeting.
	Congregation	(عابدوں کا مجمع)	People at a mosque or church.
	Crowd	(عوام کا مجمع)	People in a bazar.
	Mob	(بلوایوں کا مجمع)	A crowd of disorderly people.
28.	**Amateur**	(شوقیہ کھلاڑی)	One who plays game for pleasure.
29.	**Anarchy**	(حکومت کا فقدان)	Absence of government.
	Monarchy	(شاہی حکومت)	Government by one person.
	Diarchy	(دو عملی حکومت)	Government by two persons
	Oligarchy	(مخصوص لوگوں کی حکومت)	Government by the few.
	Hierocracy	(پادریوں کی حکومت)	Government by priests.
	Autocracy	(شخصی حکومت)	Government by one man.
	Democracy	(جمہوری حکومت)	Government by the people.
	Bureaucracy	(دفتری حکومت)	Government by officials.
	Aristocracy	(امرا کی حکومت)	Government by the nobles.
	Mobocracy	(انبوہ کی حکومت)	Government by the mob.
	Plutocracy	(دولتمندوں کی حکومت)	Government by the wealthy.

30. Antonym (لفظ کی ضد) A word opposite in meaning.

31. Synonym (ہم معنی لفظ) A word similar in meaning.

32. Anonymous(گمنام چٹھی) A letter not bearing the name of the writer.

33. Antidote (تریاق) A remedy for any poison.

34. Atheist (دہریہ - کافر) One who does not believe in God.

35. Autobiography(خودنوشت سوانح حیات) The life of a person written by himself.

36. Auditor (حسابات کا پڑتال کنندہ) One who checks accounts.

37. Audience (حاضرین جلسہ) An assembly of listeners.

38. Biped (دو پایہ) An animal with two feet.

Quadruped (چوپایہ) An animal with four feet.

39. Biography (سوانح حیات) The account of the life of a person.

40. Carnivorous(گوشت خور) An animal feeding on flesh.

Herbivorous(نباتات خور) An animal feeding on herbs.

Insectivorous (کرم خور) An animal feeding on insects.

Omnivorous (ہمہ خور) An animal feeding on every thing.

Parasite (مفت خور) An animal feeding on another.

41.	Centenarian	(صد سالہ)	A hundred years old person.
42.	Convalescent	(روبصحت)	One who is recovering from illness.
43.	Contemporary	(ہمعصر)	One who lives at the same time.
44.	Cosmopolitan	(محب عالم)	One who has sympathy for all.
45.	Dead letter	(لاوارث چھٹی)	A letter not claimed by any one.
	Dead language	(مردہ زبان)	A language that is not in use.
46.	Drawn match	(برابر کا میچ)	A match which neither party wins.
47.	Extempore	(برجستہ)	Speech without previous preparation.
48.	Encyclopaedia	(مجمع العلوم)	A work containing information on all departments of knowledge.
49.	Fatal	(مہلک)	That which ends in death.
50.	Fratricide	(برادر کشی)	The murder of one's brother.
	Infanticide	(طفل کشی)	Murder of an infant.
	Matricide	(مادر کشی)	Murder of one's mother.
	Patrioide	(پدر کشی)	The murder of one's father.
	Homicide	(مردم کشی)	The murder of a man.
	Regicide	(بادشاہ کشی)	The murder of a king

	Suicide	(خود کشی)	The murder of one's self
	Germicide	(جرم کشی)	A medicine that kills germs.
51.	**Illegal**	(خلاف قانون)	That which is against law.
52.	**Illegible**	(جو پڑھا نہ جاسکے)	That which cannot be read.
53.	**Illiterate**	(ناخواندہ)	One who cannot read and write.
54.	**Inaudible**	(غیر مسموع)	That which cannot be heard.
55.	**Inaccessible**	(ناقابل رسائی)	That which cannot be approached.
56.	**Incredible**	(ناقابل یقین)	That which cannot be easily believed.
57.	**Indelible**	(نہ مٹنے والا)	That which cannot be effaced.
58.	**Inevitable**	(اٹل)	That which cannot be avoided.
59.	**Infalliable**	(بے خطا)	One who cannot make a mistake.
60.	**Insatiable**	(لالچی)	That cannot be satisfied.
61.	**Insolvent**	(دیوالیہ)	One who cannot pay off his debts.
62.	**Invisible**	(غائب)	That which cannot be seen.
63.	**Invincible**	(ناقابل تسخیر)	That cannot be conquered :or overcome.
64.	**Invulnerable**	(غیر ضرر پذیر)	That cannot be wounded.

65.	**Invalid**	(بیمار)	One who is disabled by illness.
66.	**Linguist**	(بہت زبانیں جاننے والا)	One who knows many languages.
67	**Manuscript**	(قلمی نسخہ)	A papar written by hand.
68.	**Mercenary**	(کرایہ کا ٹٹو)	Hired for money.
69.	**Migratory**	(خانہ بدوشی)	Moving from one place to another.
70.	**Matinee**	(دن کا تماشہ)	A cinema show held in the day time.
71.	**Mortal**	(فانی)	One who is liable to die.
72.	**Obsolete**	(غیر مستعمل)	That which is no longer in use.
73.	**Omnipotent**	(قادر مطلق)	One who is all-powerful.
	Omnipresent	(ھر جگہ موجود)	One who is present everywhere.
	Omniscient	(عالم مطلق)	One who knows everything.
74.	**Optimist**	(خوش آمید)	One who looks at the bright side of things.
	Pessimist	(یاس انگیز)	One who looks at the dark side of things.
	Cynic	(خشک مزاج)	One who hates the goodness of things.
75.	**Panacea**	(ھر مرض کی دوا)	A remedy for all diseases.
76.	**Polygamy**	(کثیر الازدواجی کا دستور)	The practice of a man having more than one wife.

	Monogamy (یک زوجی کا دستور)	The practice of a man having one wife.
	Bigamy (دو جوروکادستور)	Marriage with two women at a time.
	Polyandry (ایک عورت کے کئی خاوند کا دستور)	The practice of a woman having more than one husband.
77.	**Posthumous** (بعد ازمرگ)	A child born after his father's death.
78.	**Sinecure** (بےکارکی نوکری)	An office with a salary, but no work.
79.	**Scare-crow** (ڈراؤنا پتلا)	Any thing set up to frighten crows or other birds.
80.	**Teetotaller** (تارک مسکرات)	One who abstains from intoxicating drinks.
81.	**Terrestrial** (ارضی)	Animals that live on land.
	Aquatic (آبی)	Animals that live in water.
82.	**Turncoat** (زمانہ ساز)	One who changes his principles.
83.	**Valetudinary** (دائم المریض)	A person of weak health.
84.	**Verbatim** (لفظ بہ لفظ)	Word for word.
85.	**Veteran** (کارآموز مردہ سپاہی)	One who has long experience in any service, specially in war.

CHART No. 9

(Words Confused)

(*a*) Words similar in sound.

1.	**Accept**	(منظور کرنا)	I accept your proposal.
	Except	(سوائے)	All except Zafar were present.
2.	**Access**	(رسائی)	I have no access to his rooms.
	Excess	(زیادتی)	Excess of every thing is bad.
3.	**Ant**	(چیونٹی)	Ant is a small insect.
	Aunt	(چچی)	My aunt is ill.
4.	**Bale**	(گٹھا)	He carried a bale of cotton.
	Bail	(ضمانت)	He was released on bail.
5.	**Birth**	(پیدائش)	I don't know my date of birth.
	Berth	(ریل میں سونیکی جگہ)	The lower berth is reserved for me.
6.	**Bridle**	(لگام)	I bought a bridle for my horse.
	Bridal	(عروسی)	She is putting on her bridal dress.
7.	**Break**	(توڑنا)	I cannot break this stick.
	Brake	(بریک)	Apply the brake and stop the car.

8.	Canon	(اصول)	We should follow the canons of morality.
	Cannon	(توپ)	A cannon was fired.
9.	Canvass	(ووٹ لینا)	I canvass for votes.
	Canvas	(ولائیتی ٹاٹ)	My shoes are made of canvas.
10.	Cast	(پھینکنا)	Cast the net to catch fish.
	Cost	(لاگت)	Its cost is four rupees.
	Caste	(ذات)	Hindus have many castes.
11.	Cattle	(مویشی)	The cattle are grazing in the field.
	Kettle	(ھنڈیا)	Place the kettle on the fire.
12.	Sell	(بیچنا)	I cannot sell my watch.
	Cell	(کوٹھڑی)	He was locked up in a cell.
13.	Check	(پڑتال کرنا)	Check the accounts.
	Cheque	(ھنڈی)	He issued a cheque for Rs. 100.
14.	Cite	(حوالہ دینا)	Can you cite any example to prove your case ?
	Site	(مقام)	This is the best site for a school building.
	Sight	(نظر)	His eye sight is weak.
		(منظر)	This is a lovely sight.
15.	Course	(راستہ)	You have adopted a wron course.

CS CamScanner

	Coarse	(کھردرا)	He is dressed in coarse clothes.
16.	**Council**	(مجلس)	He was elected a member in the council.
	Counsel	(نصیحت)	The teacher gave me good counsel.
		(وکیل)	I have engaged a counsel.
17.	**Descent**	(اتار)	The descent of a hill is easy.
		(نسب)	Babar traced his descent from Changez Khan.
	Dissent	(اختلاف)	He put down his note of dissent.
18.	**Draft**	(ھنڈی)	He paid me by means of a draft.
	Draught	(گھونٹ)	He drank a draught of milk.
19.	**Dual**	(دوگنا)	We sit on dual-desks.
	Duel	(دو کی لڑائی)	Rustam & Sohrab fought a duel.
20.	**Doe**	(ھرنی)	Doe is the female of deer.
	Dough	(گوندھا ہوا آٹا)	Knead the flour into dough.
21.	**Fair**	(میلہ)	A fair is held near our village.
	Fare	(کرایہ)	He paid the railway fare.
22.	**Feet**	(پاؤں)	I have two feet.
	Feat	(کرتب)	Every one likes the jugglar's feats.

23.	Floor	(فرش)	Do not sit on the floor.
	Flour	(آٹا)	Bread is made of flour.
24.	Foul	(بدبودار)	The drain is giving out a foul smell.
	Fowl	(مرغ)	He keeps fowls in his house.
25.	Gate	(دروازہ)	We entered through the gate.
	Gait	(چال)	She has a graceful gait.
26.	Hale	(تندرست)	He is quite hale and hearty.
	Hail	(اولے)	We get hail-storms in winter.
27.	Hare	(خرگوش)	The hare runs very fast.
	Hair	(بال)	He has grey hair.
28.	Hole	(سوراخ)	The snake came out of a hole.
	Whole	(تمام)	Tell me the whole story.
29.	Human	(انسان)	We are human beings.
	Humane	(رحمدل)	Helping the poor is a humane act.
30.	Idle	(بیکار)	Do not sit idle.
	Idol	(بت)	Hindus worship idols.
31.	Lion	(شیر)	The lion is the king of beasts.
	Loin	(کمر)	Gird up your loin.
32.	Meet	(ملنا)	Where did you meet him.
	Meat	(گوشت)	Meat is served in every hotel of Pakistan.

CS CamScanner

33.	**Medal**	(تمغہ)	He won a gold medal.
	Meddle	(دخل دینا)	Do not meddle with other people's affairs.
34.	**Metal**	(دھات)	Gold is a precious metal.
	Mettle	(دلیری)	He showed his mettle in the fight.
35.	**Minor**	(نابالغ)	She is a minor girl.
	Miner	(کان کن)	A miner works in a mine.
36.	**Naughty**	(شریر)	Naughty boys are generally punished.
	Knotty	(پیچدار)	This is a knotty problem to solve.
37.	**Pain**	(درد)	I feel pain in my arm.
	Pane	(شیشہ)	He broke a window-pane.
38.	**Peace**	(امن)	Perfect peace prevailed in the country.
	Piece	(ٹکڑا)	Give me a piece of chalk.
39.	**Plain**	(میدان)	Hills are cooler than plains.
	Plane	(ہموار ، رندہ)	It is plane surface. The carpenter is working with his plane.
40.	**Pour**	(ڈالنا)	Pour some water into the jug.
	Pore	(مسام)	Our body has pores.
41.	**Principal**	(پرنسپل)	The principal of the college is on leave.

	Principle	(اصول)	He is a man of principle.
42.	**Profit**	(نفع)	Profit and loss are equal in this case.
	Prophet	(پیغمبر)	He received the blessing of the Prophet.
43.	**Pray**	(دعا مانگنا)	We pray to God for help.
	Prey	(شکار ہونا)	He fell a prey to malaria.
44.	**Ring**	(بجانا)	The peon rings the bell.
	Wring	(نچوڑنا)	Wring this wet cloth.
45.	**Root**	(جڑ)	All trees have roots.
	Route	(راستہ)	The land route is safer than sea route.
46.	**Sale**	(فروخت)	The books are for sale.
	Sail	(بادبان)	Sails are made of canvas.
47.	**Sole**	(جوتے کا تلا)	Mend the sole of my shoe.
	Soul	(روح)	The soul is immortal.
48.	**Steel**	(فولاد)	My knife is made of steel.
	Steal	(چرانا)	Bad boys steal books.
49.	**Stationary**	(تحریر کا سامان)	I bought stationery for the office.
	Stationery	(ساکن)	The earth is not stationary.
50.	**Story**	(کہانی)	It is a long story.
	Storey	(مکان کی منزل)	He lives on the upper storey.
51.	**Tail**	(دم)	The rat has long tail.
	Tale	(کہانی)	He related an interesting tale.

52.	**Temper**	(مزاج)	He never loses temper.
	Tamper	(دخل اندازی کرنا)	It is a crime to tamper with the official record.
53.	**Waste**	(ضائع کرنا)	Do not waste your time.
	Waist	(کمر)	The band is round his waist.
54.	**Weak**	(کمزور)	He has a weak health.
	Week	(ہفتہ)	A week has seven days.
55.	**Yoke**	(بیلوں کا جوڑا)	He has a yoke of oxen.
	Yolk	(انڈے کی زردی)	The yolk of egg is very nourishing food.

(*b*) Words similar in form

56.	**Adopt**	(اختیار کرنا)	He has adopted a son.
	Adapt	(حسب منشا بدلنا)	Adapt yourself to the new circumstances.
	Adept	(ماہر)	He is an adept tailor.
57.	**Angle**	(زاویہ)	Draw an angle of 30 degrees
	Angel	(فرشتہ)	Angels are heavenly beings.
53.	**Corpse**	(لاش)	A corpse was seen floating in the river.
	Corps (*Kor*)	(رسالہ)	He is a member of the University training corps.
59.	**Dairy**	(دودھ مکھن کا کارخانہ)	I buy milk from the dairy farm.
	Diary	(ڈائیری)	I record all important events in my diary.

CamScanner

60.	**Defer**	(ملتوی کرنا)	You must defer the meeting to Monday next.
	Differ	(مختلف ہونا)	I differ with you in this matter.
61.	**Elicit**	(نکلنا)	The police failed to elicit any information from him.
	Illicit	(ناجائز)	He was arrested for illicit sale of wine.
62.	**Eligible**	(مستحق)	He is not eligible for this post.
	Illegible	(ناصاف تحریر)	He has an illegible hand.
63.	**Lose**	(کھونا)	If you work too hard, you will lose your health.
	Loose	(کھولنا)	Loose the knot, please.
64.	**Marry**	(شادی کرنا)	She married a young man.
	Merry	(خوش ہونا)	Eat, drink and be merry.
65.	**Official**	(دفتری)	I am sick of official routine.
	Officious	(دخل در معقولات کرنیوالا)	He is an officious fellow.
66.	**Wander**	(آوارہ ہونا)	Do not wander about in the streets.
	Wonder	(حیران ہونا)	I wonder how he passed the Matriculation Examination.

(c) Words Similar in Origin

67.	**Accident**	(حادثہ)	An unforeseen occurrence of an unfortunate character is an accident.

	Incident	(واقعہ)	Anything that takes place is an incident.
68.	**Admission**	(داخلہ)	It means entrance to a society of persons.
	Admittance	(داخلہ)	It means entrance to a place.
69.	**Apposite**	(موزوں)	His remarks are quite apposite to the occasion.
	Opposite	(مخالف)	We belong to opposite camps
70.	**Artful**	(چالاک)	I do not like his artful ways.
	Artificial	(مصنوعی)	This is artificial silk.
71.	**Artist**	(فنکار)	One who practises a fine art, as poetry, painting.
	Artisan	(دستکار)	One who practises a mechanical art as carpentry, smithy.
	Artiste	(گانے بجانے والا)	Cinema artistes receive high salaries.
72.	**Barbarism**	(وحشی زندگی)	The Pre-Islamic Arabs belonged to the age of Barbarism.
73.	**Barbarity**	(ظلم)	Most of the ancient kings were notorious for their barbarity.
74.	**Childlike**	(معصومانہ)	I like the childlike nature.
	Childish	(بیوقوفانہ)	I hate his childish habits.
75.	**Confident**	(بھروسہ کرنے والا)	I am confident of my success in the Examination.

	Confidant	(راز دان)	He was betrayed by his own confidant.
76.	**Continual**	(بار بار)	I am tired of his continual visits.
	Continuous	(مسلسل)	The rain was continuous for several hours.
77.	**Contemptible**	(قابل نفرت)	A liar is a contemptible fellow.
	Contemptuous	(نفرت آمیز)	Never pass contemptuous remarks about others.
78.	**Corporal**	(جسمانی)	(relating to the body) Corporal punishment should be abolished.
	Corporeal	(مادی)	(having a body). God is not corporeal.
79.	**Credible**	(قابل اعتبار)	(believable). This news does not appear to be credible.
	Credulous	(خوش اعتقاد)	(ready to believe). A credulous person can be easily cheated.
	Creditable	(قابل تعریف)	His success in the Examination is creditable.
80.	**Desirable**	(پسندیدہ)	(worthy of desire). Health and wealth are desirable things.
	Desirous	(خواہشمند)	(full of desire). He was desirous of success.
81.	**Destiny**	(مقدر)	Man is the master of his destiny.

CamScanner

	Destination	(منزل مقصود)	At last the traveller reached the destination.
82.	**Devise (V)**	(تجویز کرنا)	He devised a plan.
	Device (N)	(تجویز)	It is a strange device.
83.	**Eminent**	(ممتاز)	(Emi=out, nent=project). He is an eminent doctor.
	Imminent	(قریب)	(Immi=in). The war is imminent.
84.	**Envious**	(حاسد)	He is envious of my success.
	Enviable	(قابل رشک)	He holds an enviable post.
85.	**Exhausting**	(تھکانے والا)	It was an exhausting journey.
	Exhaustive	(مفصل)	He has dealt with this subject in an exhaustive manner.
86.	**Fatal**	(مہلک)	The accident proved fatal.
	Fateful	(فیصلہ کن)	Napoleon met his doom in the fateful battle of Waterloo.
	Fatalist	(مقدر کو ماننے والا)	Most of the Indians are fatalists.
87.	**Graceful**	(خوبصورت)	She looked graceful in her new dress.
	Gracious	(مہربان)	He is very gracious to the poor.
88.	**Hardness**	(سختی)	Steel is known for its hardness.
	Hardship	(دشواری)	He had to face many hardships in his life.

89.	**Healthful**	(صحت بخش)	Milk is a healthful food.
	Healthy	(صحت والا آدمی)	He is a healthy man.
90.	**Hearty**	(دلی)	I send you my hearty congratulations on your success.
	Heartfelt	(ہمدردانہ)	I send you my heartfelt sympathy on the demise of your mother.
91.	**Honorary**	(اعزازی)	He is an honorary magistrate.
	Honourable	(معزز)	Our prime minister is an honourable man.
92.	**Humility**	(انکساری)	His humility is praiseworthy.
	Humiliation	(ذلت)	They suffered humiliation at the hands of the proud king.
93.	**Industrial**	(دستکاری کے متعلق)	There is an industrial school in this town.
	Industrious	(محنتی)	The industrious persons succeed in the long run.
94.	**Judicial**	(عدالتی)	He has abused judicial powers.
	Judicious	(دانا)	His selection of friends is judicious.
95.	**Persecute**	(ستانا)	Hitler persecuted the Jews.
	Prosecute	(مقدمہ چلانا)	Trespassers will be prosecuted.
96.	**Permission**	(زبانی اجازت)	You cannot go without my permission.

	Permit	(تحریری اجازت)	The permits for sugar were issued to the public.
97.	Pitiful	(پر رحم)	She cast pitiful looks at her child.
	Pitiable	(قابل رحم)	(deserving pity). He is in a pitiable condition.
	Piteous	(غمناک)	(exciting pity). Her piteous cries brought tears to my eyes.
98.	Practise (V)	(مشق کرنا)	You should practise this exercise.
	Practice (N)	(مشق)	Practice makes one perfect.
99.	Respectful	(مؤدب)	(full of respect). He is always respectful to his teachers.
	Respectable	(قابل عزت)	(worthy of respect). Our teacher is a respectable man.
100.	Sociable	(ملنسار)	(Willing to mix). Ahmad is a sociable person.
	Social	(مجلسی)	(pertaining to society). There is a great need of social reforms.

CHART No. 10

(Synonyms)

(i) Verb

1. **Abstain, Refrain : (باز رہنا)**

He *Abstained* from meat for two days (a thing).
He *refrained* from gambling (an action).

2. **Abandon, Desert, Forsake, Leave, Quit** (چھوڑنا)

We *quit* or *abandon* things, and *forsake* or *desert* persons. To abandon is to give up indefinitely and unwillingly. To *forsake* is to leave in anger or disgust. To *desert* is to leave treacherously :—

> We have abandoned all hope. He has forsaken his friend in disgust. He has deserted his friend in the time of need.

3. **Admire, Praise** : (تعریف کرنا)

> We *admire* a person's natural qualities. I admired her beauty.
>
> We *praise* a person's action. I praised her behaviour.

4. **Allow, Permit, Suffer** : (اجازت دینا)

To *allow* is not to stop ; *to permit* is to give a decided consent; to *suffer* is to allow though our feeling may be against it.

The teacher permitted the students to go with him ; allowed them to play a match, suffered them to make noise on the way.

5. **Alter, Change** : (بدلنا)

To *alter* is to make some difference in a thing ; to *change* is to put something else in its place ; as,

> A man may alter his coat by some embroidery.
> He may change his coat before dinner.

6. **Answer, Reply** : (جواب دینا)

We *answer* a question but reply to an attack, a remonstrance, or an objection. A *reply* always involves an expression of opinion ; an answer contains only the information required.

> He did not answer my question.
> He did not reply to my letter in time.

7. **Appear, Seem** : (دکھائی دینا)

Appear applies to what is manifest to the *senses*.

Seem applies to what is manifest to *mind*.

The colour of this flower appears to be yellow
This man seems to be honest.

8. **Assist, Aid, Help** : (مدد دینا)

To *assist* implies a subordinate position ; as

We assist a fallen friend to rise.
Assist your officer.

Help expresses greater dependence ; as,

Help the poor.

To aid is to second another man's exertions ; as,

We aided our friends to fight against the enemy.

9. **Avenge, Revenge** : (انتقام لینا)

Avenge is unselfish; *revenge* is selfish. We avenge others: we take revenge for ourselves.

He avenged the murder of his son by getting the assassin hanged.

He revenged himself on his enemy setting his house on fire.

10. **Banish, Exile** : (اجلا وطن کرنا)

To banish is to turn out a person whether native or foreigner from any country where he may happen to be. *To exile* is to turn out a person from his own country.

Gandhi was banished from Africa by the British Government.

Rama was exiled by his step-mother.

11. **Bring, Fetch : (لانا)**

Bring is to come with.

The postman brought me a letter.

Fetch is to go and come back with.

Please fetch me a chair.

12. **Defend, Protect : (بچاؤ کرنا)**

We *defend* what is attacked. We *protect* what is weak.

We defend a person when the danger has come ; we protect him when it is liable to come.

Soldiers defend a country.

A king protects his subjects.

13. **Deny, Refuse : (انکار کرنا)**

We *deny* the truth of a statement, we *refuse* to do a thing.

He refused to accompany.

He denied that he had stolen the book.

14. **Discover, Invent : (دریافت کرنا)**

To discover is to find out a thing which has existed before.

Columbus discovered America.

To invent is to find out a thing which did not exist before.

Stephenson invented the Locomotive engine.

15. **Drown, Sink : (ڈوبنا)**

To sink means to disappear under water; to drown means to cause death by water.

Drown is applied to animate objects only.

Sink is used both for animate and inanimate objects.

The ship sank in the sea.

When the ship sank, all the passengers were drowned.

16. **Deceive, Cheat : (دھوکا دینا)**

To deceive is to give some one a false idea ; *to cheat* is to obtain something from a person by deceit.

He deceived me by saying that he would pay the money in a week.

He cheated me of two rupees.

17. **Hear, Listen : (سننا)**

To hear is simply to become conscious of sound; *to listen* is to make effort to hear.

Many persons hear a teacher speak but only a few listen to him.

18. **Look, See : (دیکھنا)**

To see is simply to become conscious of an object of vision, *to look* is to make effort to see.

We see the light but we look at the sun.

19. **Regret, Sorry : (افسوس کرنا)**

We *regret* for our fault but we are *sorry* for other's fault.

I regret I could not help you.

I am sorry to say that you have not replied to my letter.

20. **Witness, See : (دیکھنا)**

We *witness* an incident and *see* a person or thing.

I witnessed a foot-ball match.

I saw a boy on the road.

(*iii*) Nouns

1. **Battle, War : (لڑائی)**

A battle is a single engagement.

A war is a series of battles.

The Marhattas were defeated in the battle of Panipat.

There took place many battles in the Great War.

2. **Corpse, Carcase : (لاش)**

Corpse is the dead body of a human being.

Carcase is the dead body of an animal.

A corpse was carried to the grave-yard.

A carcase of donkey lay on the road-side.

3. **Character, Conduct : (چال چلن)**

Character is what one is i.e. his moral and personal qualities (his nature).

Conduct is what a man does.

When a man's conduct is noble, he also bears a good character.

4. **Custom, Habit : (عادت - رسم)**

Habit refers to the individual ; *Custom* to a society.

Smoking is a bad habit.

Sati was bad custom among Hindus.

5. **Crime, Vice, Sin : (گناہ - جرم)**

Crime is an offence against human law, *Vice* against moral law, *Sin* against religious law.

Stealing is a crime, drinking is a vice, telling lie is a sin.

6. **House, Home : (گھر)**

House is the building in which one lives ; *Home* is any place of rest and peace, it generally implies ties of family affection.

I have bought a house in Lahore.

The Jungles of Burma are the homes of elephants

The humble cottage was dear to him as the home of his childhood.

7. **Part, Portion, Share : (حصہ)**

Part is general word for a quantity : *Portion* is a part meant for some body or for some special purpose. *Share* is a part to which one has a right.

Divide this line into three equal parts.

He received his share of the property.

A portion of his property has been set aside for the poor.

8. **Price, Cost, Value : (قیمت)**

The *cost* of a thing is all that has been expended upon it.

The *price* of a thing is what a seller asks for it.

Value is the estimated *price* of an article, whether it is for sale or not :

The price that you have paid for this chair is much above its cost or value.

9. **Roof, Ceiling : (چھت)**

Roof is a wider term meaning the whole covering of a house ; *Ceiling* means only the inner roof.

(*iii*) Adjectives

1. **Ancient, Old, Olden : (قدیم - پرانا)**

All three words are applied to time.

Old times are not far away : *Olden* times are more remote : *Ancient* times still further remote. 'Olden' is exclusively applied to time and not to places.

It is an old book.

This is an ancient building.

CamScanner

2. Addicted, Devoted (عادی)

Addicted is used in bad sense ; *devoted* in good sense.

He is addicted to drinking.
He is devoted to his religion.

3. Beautiful, Handsome, Pretty, Lovely : (خوبصورت)

Beautiful refers to the prefection of form, as a beautiful landscape, a beautiful poem ; it also implies a certain degree of softness and delicacy ; hence we say a beautiful woman, but not a beautiful man. *Handsome* implies the beauty of some person or thing acquired by art or training as a handsome horse. *Lovely* implies beauty both of mind and body. The lovely woman is one who possesses personal beauty, and pleasing manners.

4. Big, Great, Large : (بڑا)

A *big* man=a man excessively rich and influential. A *great* man=a man of ability and character. A *large* man=a man of more than ordinary size.

5. Dead, Deceased ; (مردہ)

Dead is used both for human beings and animals :
Deceased is used only for human beings :

I saw a dead horse on the road.
His deceased father left little property for him.

6. Famous, Notorious : (مشہور)

Famous is used in good sense ; *Notorious* in a bad sense.

Iqbal was a famous poet of Pakistan.
He is a notorious dacoit.

7. Obstinate, Stubborn : (ضدی)

Obstinate is applied to person ; *Stubborn* to the lower animals and things :

We speak of an obstinate boy—a stubborn horse.

9. **Verbal, Oral : (لفظی - زبانی)**

Verbal means pertaining to words, whether written or spoken.

Oral means by word of mouth.

The lad was sent to the doctor with an oral meassage.

There are a few verbal differences in the two statements.

10. **Envious, Jealous : (رشک کرنیوالا - حاسد)**

Envious is used only in good sense ; as.

He is envious of your talents.

Jealous is used in both senses good or bad ; as,

The Pakistanis are jealous of their rights. (good sense).

He is jealous of your riches, i.e., does not like to see you so rich. (bad sense).

Exercises

II. Complete the following sentences by putting in the correct words :—

(A)

1. **Throne, thrown**

Many lovely flowers were——on the steps of the king's ——.

2. **Medal, meddle**

Father's-——is on the table but I will not——with it.

3. **Scent, sent**

Mother——her daughter a bottle of——.

4. **Right, write**

Give him the——address, so that he can——a letter to you.

5. **Blue, blew**

The wind——so hard that his——hat was blown away.

6. **Some, sum**

—Little boys could not work the long——of addition.

7. **New, knew**

He——that the——officer was his father's friend.

8. **One, won**

——of our class-fellows——the first prize.

9. **Fair, fare**

A——girl was sitting under a tree. The bus——was two annas.

10. **Week, weak**

The——patient was sent to the seaside for a——.

11. **Pale, pail**

A——girl was carrying a——of milk.

(B)

1. **Rays, raise**

The nurse will——the sick child to catch the——of the sun.

2. **Steel, steal**

The thief could not——the gold because the safe was made of——.

3. **Hair, hare**

The— —of a——is soft and smooth.

4. **Tale, tail**

The rat told a——of the adventures of its——.

5. **Son, sun**

The——shone in the face of his——and spoiled his photograph.

6. **Flour, floor**

Do not throw——on the——.

7. **Aunt, ant**

My——saw an——near the jam jar.

8. **Their, there**

——are many boys in the room. ——clothes are dirty.

9. **Hear, here**

Come——and——my story.

10. **Wear, where**

——the sun is always shining men can——light clothes.

(C)

1. **Weight, wait**

The people had to——patiently for hours. The——of this melon is five seers.

2. **Course, Coarse**

Tied in a——sack the runner could not keep the——.

3. **Piece, peace**

A dog will sleep in——after receiving a——of meat.

CS CamScanner

4 **Ring, wring**

The statesman said, "You can——your bells now but you will soon——your hands.

5. **Alter, altar**

The people desired to——the position of the——in the church.

6. **Colonel, kernel**

The——of the regiment was obliged to eat the——of a coconut.

7. **Corps, corpse**

After the battle the army——left many a——on the field.

8. **Desert, dessert**

The fruit of the date-palm is the best——to be obtained in the Sandy——.

9. **Weather, whether**

——we go for a walk or not will depend on the——.

10. **Rain, rein**

The——of a horse is made of leather. The——comes from the clouds.

(D)

1. **Story, storey**

Having ascended to the first——we sat in a circle and listened to a——.

2. **Disease, decease**

Malaria is a——which bring about the——of many people every year.

3. **Paws, pause**

Let us——here a moment to trace the marks of lion Is ——in the snow.

CS CamScanner

4. **Handsome, pretty**

The——prince greatly admired the——princess.

5. **Delightful, delicious**

Sitting in a——place we eat——fruit.

IDIOMS

CHART No. 11

(Verb Phrases)

1. **Admit**

Admit to (داخل ہونا) Zaffar was admitted to the 10th Class.

Admit into (اندر آنے کی اجازت دینا) The teacher admitted him into the room.

Admit of (قبول کرنا) Some words admit of two meanings.

2. **Bear**

Bear away (جیت لینا) He bore away the first prize.

Bear down (دبانا) He succeeded to bear down all opposition.

Bear out (تصدیق کرنا) He will bear out the truth of my statement.

Bear with (برداشت کرنا) I cannot bear with these insulting remarks.

Bear upon (متعلق ہونا) Your speech does not bear upon my subject.

Break

Break up (ختم ہونا) The meeting broke up at 7 p.m.

CS CamScanner

Break down	(خراب ہونا)	My car broke down last night
Break out	(پھوٹ پڑنا)	Malaria broke out in Lahore.
Break in	(سدھانا)	The trainer breaks in my horse.
Break into	(زبردستی داخل ہونا)	A thief broke into his house.
Break with	(قطع تعلق کرنا)	I will not break with him for your sake.

4. **Bring**

Bring up	(پالنا)	Parents bring up their children.
Bring down	(نیچے لانا)	The rain brought down the temperature.
Bring out	(عیاں کرنا)	The enquiry will bring out everything.
Bring in	(آمدنی لانا)	This house brings in Rs. 20 a month.
Bring forth	(جنم دینا)	She brought forth a son.
Bring round	(منوانا)	I brought him round to my views.

5. **Call**

Call on	(کسی کی ملاقات کو جانا)	He called on my yesterday.
Call at	(مکان پر حاضر ہونا)	He called at my house yesterday.
Call in	(بلانا)	Call in the doctor at once.
Call out	(پکارنا)	The teacher called out the names of the students.

Call up	(یاد کرنا)	Can you call up his name ?
Call off	(بند کر دینا)	The teachers called off the strike.

6. Carry.

Carry away	(جیتنا)	He carried away three prizes.
Carry out	(تعمیل کرنا)	I will carry out your orders.
Carry on	(جاری رکھنا)	Carry on the work in my absence.
Carry off	(ہلاک ہونا)	Many persons were carried off by Cholera.

7. Come

Come across	(سامنا کرنا)	I came across a dog on the road.
Come by	(ہاتھ آنا)	How did you come by that book ?
Come of	(تعلق رکھنا)	He comes of a high family.
Come off	(منعقد ہونا)	My brother's marriage comes off tomorrow.
Come out	(شائع ہونا)	Several new books have come out this year.
Come round	(صحتیاب ہونا)	The doctor says that the patient will come round soon.

8. Fall

Fall in	(قطار بنانا)	The drill master ordered them to fall in.
Fall out	(جھگڑنا)	Both the friends fell out for good.

Fall off	(ساتھ چھوڑنا)	Friends fall off in adversity.
Fall on	(حملہ کرنا)	They fell on their enemies.
Fall to	(شروع کرنا)	They fell to eating mangoes after bathing in the river.
Fall through	(ناکام رہنا)	His plan fell through for want of funds.

9. Get

Get into	(داخل ہونا)	I got into the train at 5 o'clock.
Get out	(باہر جانا)	Get out of the office.
Get up	(بیدار ہونا)	I get up early in the morning.
Get down	(نیچے آترنا)	Get down from the train, please.
Get at	(پہنچنا)	The fox could not get at the grapes.
Get over	(قابو پانا)	You will soon get over your difficulties.
Get on	(ترقی کرنا)	How are you getting on with your studies.
Get off	(آترنا)	I got off the horse and entered the house.
Get through	(پاس ہونا)	He has got through the examination.

10. Give

Give in	(ہار ماننا)	He will never give in.

CamScanner

Give out	(راز انشا کرنا)	He gave out that he was going to England.
Give away	(تقسیم کرنا)	The D.C. gave away the prizes.
Give up	(ترک کرنا)	Give up your bad habits.
Give over	(حوالے کرنا)	He gave over the charge to his successor.

11. Keep

Keep down	(قابو میں رکھنا)	The police kept down the mob.
Keep up	(قائم رکھنا۔ برقرار رکھنا)	He kept up his family reputation.
Keep in	(چار دیواری میں رہنا)	I was kept in by fever.
Keep out	(بچانا)	The warm clothes keep out the cold.
Keep off	(روکنا ۔ دور رکھنا)	You should take exercise to keep off disease.
Keep away	(غیر حاضر رہنا)	He kept away from school on Monday.
Keep to	(پابند رہنا)	Always keep to your promise.

12. Look

Look for	(تلاش کرنا)	I am looking for my purse.
Look after	(نگرانی کرنا)	I cannot look after your books.
Look up	(تلاش کرنا)	Look up this word in your dictionary.

Look down	(نفرت سے دیکھنا)	I look down upon liars.
Look over	(ملاحظہ کرنا)	Look over his accounts.
Look into	(تحقیقات کرنا)	Please look into this matter carefully.

13. Put

Put in	(پیش کرنا)	Put in your application.
Put out	(بجھانا)	Put out the lamp.
Put down	(دبانا)	He put down the rebellion with a strong hand.
Put up	(ٹھہرنا)	I put up with my parents.
Put on	(پہننا)	Put on your clothes.
Put off	(ملتوی)	Do not put off till to-morrow what you can do today.
Put by	(بچانا)	Please put by some money for the rainy day.

14. Set

Set in	(شروع ہونا)	Summer has set in.
Set out	(روانہ ہونا)	They set out on a long journey.
Set up	(قائم کرنا)	They set up an ice factory.
Set down	(قلمبند کرنا)	I have set down your statement.
Set apart	(مخصوص کر دینا)	These seats are set apart for ladies.
Set aside	(مسترد کرنا)	He set aside my orders and set him free.

CamScanner

Take

Take after	(مشابہت رکھنا)	He takes after his father.
Take down	(قلمبند کرنا)	He took down his speech as he spoke.
Take up	(اُٹھانا)	Take up your pen and write.
Take in	(دھوکے میں آنا)	He is too clever to be taken in by you.
Take out	(نکالنا)	They took out a procession.
Take to	(عادی ہونا)	He took to drinking and lost everything.
Take for	(غلطی کھانا)	I took him for my brother.
Take off	(اُتارنا)	He took off his coat.

16. Turn

Turn against	(خلاف ہونا)	Even his own son turned against him.
Turn in	(سو جانا)	You should not turn in so early.
Turn out	(باہر نکال دینا)	Turn him out of the room.
Turn down	(رد کرنا)	He turned down all my pro-possals.
Turn up	(آ جانا)	He turned up on Sunday.
Turn off	(بند کرنا)	He turned off the tap.
Turn on	(کھولنا)	He turned on the tap.

17. **Back up**	(امداد کرنا)	Which candidate are vot: backing up ?
18. **Back out of**	(مکر جانا)	An honest man never tries to back out of his promise.
19. **Bear in mind**	(یاد رکھنا)	Always bear in mind that you do not deceive anybody.
20. **Beat about the bush**	(ٹامک ٹوئیاں مارنا)	Do not beat about the bush. but come to the point at once.
21. **Blow one's own trumpet**	(اپنے منہ میاں مٹھو بننا)	People seldom like a person who blows his own trum-pet.
22. **Break the ice**	(مہر سکوت توڑنا)	Silence prevailed in the hall. when the president broke the ice.
23. **Breathe one's last**	(وفات پانا)	He breathed his last on Monday.
24. **Bring to light**	(انکشاف کرنا)	The conspiracy was brought to light by the police.
25. **Bring to book**	(سزا دینا)	The clerk was brought to book for his negligence.
26. **Bury the hatchet**	(صلح کرنا)	Let us bury the hatchet and be friends again

CamScanner

27. **Carry the day** (کامیابی حاصل کرنا)	He is sure to carry the day this time.
28. **Catch red-handed** (جرم کرتے ہوئے پکڑے جانا)	The assassin was caught red-handed.
29. **Come of age** (بالغ ہونا)	He has come of age and will manage his property.
30. **Cry over spilt milk** (بے سود افسوس کرنا)	It is no use crying over spilt milk.
31. **Cut a sorry figure** (ناکام ہونا)	He cut a sorry figure when he rose to make a speech.
32. **Do a thing by fits and starts** (کبھی کبھی سرگرمی دکھانا)	A boy who works by fits and starts is sure to fail.
33. **End in smoke** (بے سود ثابت ہونا)	All my efforts ended in smoke
34. **Fall flat** (بے اثر ہونا)	His father's advice fell flat upon him.
35. **Find fault with** (نکتہ چینی کرنا)	He is in the habit of finding fault with everybody.
36. **Get rid of** (نجات پانا)	How can we get rid of flies in summer.
37. **Go astray** (گمراہ ہونا)	You shall be punished if you go astary.
38. **Hang fire** (نامکمل رہنا)	This matter has been hanging fire for the last three months.

CamScanner

39.	Hold a brief (طرفداری کرنا)	I do not hold a brief for either of the candidates.
40.	Hold out the olive branch (صلح کا نشان دینا)	The king held out the olive branch, but the enemies rejected his offer.
41.	Have an axe to grind (ذاتی اغراض کو پورا کرنا)	He has an axe to grind in this matter.
42.	Have at one's finger's end (خوب یاد ہونا)	He has all the rules at his finger's end.
43.	Keep at bay (پاس بھٹکنے نہ دینا)	The deer kept the hounds at bay.
44.	Kick up a row (گڑ بڑ کرنا)	The labourers kicked up a row in the street.
45.	Leave in the lurch (مشکلات میں چھوڑ دینا)	Never leave your friends in the lurch.
46.	Learn by rote (رٹا لگانا)	The child has learnt his lesson by rote.
47.	Leave no stone unturned (دقیقہ فرو گزاشت نہ کرنا)	I left no stone unturned to please my officers.
48.	Live from hand to mouth (بمشکل گزارہ کرنا)	Many people in this country live from hand to mouth.
49.	Make both ends meet (گزارہ کرنا)	It is hard for them to make both ends meet in these days

CS CamScanner

50.	Make a mark	(مشہور ہونا)	He has made a mark as a scientist.
51.	Make amends for	(تلافی کرنا)	He has made amends for his rude conduct.
52.	Make friends with	(دوستی لگانا)	Never make friends with a selfish man.
53.	Make the best of	(زیادہ سے زیادہ فائدہ اٹھانا)	Try to make the best of your opportunities.
54.	Make the mouth water	(منہ میں پانی بھر آنا)	The smell of that orange made my mouth water.
55.	Pay back in the same coins	(ترکی بہ ترکی جواب دینا)	He called me names and I paid him in the same coins.
56.	Play second fiddle	(ہاں میں ہاں ملانا)	I refuse to play second fiddle to such a man.
57.	Play truant	(بھاگ جانا)	Good boys never play truant.
58.	Poke nose into	(دخل اندازی کرنا)	Do not poke your nose into my affairs.
59.	Put into practice	(عمل کرنا)	I shall put this principle into practice.
60.	Rain cats and dogs	(موسلا دھار بارش ہونا)	It rained cats and dogs yesterday.
	Read between the lines	(بین السطور پڑھنا)	If you read between the lines, you will find the writer a communist.
61.	Rise to the occasion	(پورا اترنا)	In time of emergency, brave people rise to the occasion.

62.	Run a risk	(خطرہ مول لینا)	By sleeping in the open, you run the risk of catching cold.
63.	Stand on ceremony	(تکلف کرنا)	You need not stand on ceremony here.
64.	Sleep over	(لاپرواہی برتنا)	Why did you sleep over this matter for so long.
65.	Take to heart	(غمزدہ ہونا)	He took his son's death to heart.
66.	Take to task	(ملامت کرنا)	He was taken to task for his carelessness.
67.	Take to heels	(دم دبا کر بھاگ جانا)	The thief took to heels when he saw the policeman.
68.	Turn a deaf ear to	(کان نہ دھرنا)	He turned a deaf ear to my advice.
69.	Turn over a new leaf	(زندگی کا نیا ورق پلٹنا)	It is never too late to turn over a new leaf.
70.	Turn the tables on person	(پانسہ بدلنا)	The clever fellow turned the tables on his opponent.
71.	Turn tail	(دم دبا کر بھاگ جانا)	He turned tail when he saw the lion.
72.	To be in one's good books	(کسی کی اچھی نظر میں ہونا)	He is in his teacher's good books.

CamScanner

73. To be out of sorts (طبیعت کا ناساز ہونا) I am out of sorts today.

74. To be at one s wits ends (اوسان خطا ہونا) He was at his wits end when he saw the lion.

75. To be at a loss (پریشان ہونا) I am at a loss to know what to do.

76. To be at sixes and sevens (تتر بتر ہونا) Everything in the house is at sixes and sevens.

77. To be at sea (کمزور ہونا) He is at sea in history.

78. To be at home (ہوشیار ہونا) He is at home in Algebra.

CHART No. 12

Nouns and Adjective Phrases

1. An apple of discord (فساد کی جڑ) Kashmir is an apple of discord between Pakistan and India.

2. A beast of burden (لادو جانور) The ass is a beast of burden.

3 A bed of roses (پھولوں کی سیج) Life is not a bed of roses

4.	A bolt from the blue	(آفت نا گہانی)	His failure was a bolt from the blue.
5.	A Jack of all trades	(ہرفن مولا)	My friend is Jack of all trades.
6.	A cock and bull story	(بے بنیاد افواہ)	No one will believe your cock and bull story.
7.	The lion's share	(بڑا حصہ)	The eldest son got the lion's share of his father's property.
8.	The ups and downs of life.	(زندگی کے نشیب و فراز)	The old man has seen many ups and downs of life.
9.	By hook or by crook	(ہر جائز و ناجائز طریقہ سے)	He must get this job by hook or by crook.
10.	By leaps and bounds	(دن دگنی رات چوگنی)	Pakistan is progressing by leaps and bounds.
11.	Beck and call	(اشارے پر)	I am at your beck and call.
12.	Heart and soul	(دل و جان سے)	He threw himself heart and soul into his work.
13.	Hue and cry	(شور و غل)	They raised a hue and cry after the thieves.
14.	Kith and kin	(خویش و اقارب)	I love my kith and kin
15.	Odds and ends	(متفرقات)	I love to attend to various odds and ends here.

16.	**Tooth and nail** (پوری قوت کے ساتھ)	You must fight the enemy tooth and nail.
17.	**All in all** (کرتا دھرتا)	He is all in all in this office.
18.	**Black and white** (تحریر میں)	I offered my terms in black and white.
19.	**Hard and fast** (سخت)	There is no hard and fast line between metals and non-metals.
20.	**Null and void** (منسوخ)	The agreement has now become null and void.

Adjectives + Noun

21.	**A black sheep** (گندی مچھلی)	He is a black sheep in our community.
22.	**A born poet** (پیدائشی شاعر)	Iqbal was a born poet.
23.	**A burning question** (اہم مسئلہ)	The Atom Bomb is the burning question of the day.
24.	**A bosom friend** (جگری دوست)	Firoz is my bosom friend.
25.	**A chicken hearted fellow** (بزدل)	My companion is a chicken hearted fellow.
26.	**A drawn match** (بغیر ہار جیت کے میچ)	Our drawn match with the Islamia School will be replayed to-morrow.

CS CamScanner

27.	A laughing stock	(مذاق کا نشانہ)	His foolish answer made him the laughing stock of his class.
28.	A maiden speech	(پہلی تقریر)	His maiden speech highly impressed the audience.
29.	A narrow escape	(بال بال بچاؤ)	He had a narrow escape from drowning.
30.	An open secret	(کھلا راز)	His engagement with this girl is now an open secret.
31.	A past master	(ماہر)	He is a past master in the art of telling lie.
32.	A right hand man	(دست راس)	Our second-master is the right hand man of the head-master.
33.	A square peg in a round hole	(ناموزوں)	This teacher is a square peg in a round hole.
34.	A tall talk	(لاف زنی)	You always indulge in a tall talk but do little.
35.	A white elephant	(مہنگی)	A beautiful wife often proves a white elephant.

CamScanner

CHART No. 13

Adverbial Phrases

1. **Above all** (سب سے مقدم)

   Above all, beware of tale bearers.

2. **Above board** (کھلم کھلا)

   His dealings with his partners were above board.

3. **After all** (پھر بھی)

   After all, you are young and inexperienced.

4. **Again and again** (بار بار)

   He read the book again and again.

5. **All of a sudden** (یکا یک)

   All of a sudden the roof collapsed.

6. **All the same** (تاہم)

   He is unkind to me, all the same, I respect him.

7. **All in all** (سب کچھ)

   The Headmaster is all in all in the school.

8. **As a matter of fact** (در حقیقت)

   As a matter of fact he does not deserve this concession

9. **As usual** (حسب معمول)

   He went for a walk as usual.

10. **As a rule** (بروئے قواعد)

    As a rule I cannot recommend this case.

11. **At all** (بالکل)

    I am not at all serious about it.

12 **At once** (فوراً)

Do it at once.

13. **At present** (اس وقت)

At present I have no money.

14. **At length** (تفصیلاً)

He related the story at length.

15. **At last** (آخر کار)

We tried hard and at last succeeded.

16. **At large** (آزاد)

The prisoner has been set at large.

17. **At least** (کم از کم)

At least three hundred men were present.

18. **At random** (بے مقصد)

Do not talk at random.

19. **At a loss** (پریشانی میں)

I am at a loss what to do.

20. **At any rate** (ہر قیمت پر)

I must attend the meeting at any rate.

21. **At a stretch** (لگاتار)

I can walk eight miles at a stretch.

22. **By and by** (تھوڑے عرصے میں)

You will improve by and by. (soon)

23. **By heart** (ازبر)

Learn this poem by heart.

24. **By rote** (بے سمجھے)

Do not learn anything by rote.

25. **Every now and then** (کبھی کبھی)

He comes to see me every now and then.

26. **Far and wide** (دور دور)

His fame spread far and wide.

27. **From time to time** (وقتاً فوقتاً)

I shall see you from time to time.

28. **Heart and soul** (دل و جان سے)

He entered heart and soul in the business.

29. **For good** (ہمیشہ کے لئے)

He left India for good.

30. **In due course** (مناسب وقت پر)

He got his promotion in due course.

31. **In vain** (بے سود)

He searched for the lost book in vain.

32. **In short** (الغرض)

In short, do not tease any one.

33. **Now and then** (کبھی کبھار)

He writes to me now and then.

34. **Off and on** (بے قاعدگی سے)

Lazy boys study off and on.

35. **On the alert** (چوکنا)

He was on the alert when he saw the thief.

36. **On the whole** (مجموعی طور پر)

On the whole, it is not a bad bargain.

37 **On the contrary** (برعکس اس کے)

I don't love him, on the contrary, I hate him.

CHART No. 14.

Prepositional Phrases

1. **At the instance of** (ایما پر)

   He abused me at the instance of my enemy.

2. **At the mercy of** (رحم پر)

   The slaves were at the mercy of their masters.

3. **At the risk of** (خطرہ پر)

   He saved me at the risk of his own life.

4. **At the top of** (بلندی پر)

   He shouted at the top of his voice.

5. **By dint of** (بدولت)

   I won the prize by dint of hard work.

6. **By means of** (بذریعہ)

   I got to the roof of the house by means of a ladder.

7. **By virtue of** (برکت سے)

   He got this post by virtue of his ability.

8. **Due to** (بوجہ)

   The institution failed due to lack of funds.

9. **For want of** (بوجہ قلت)

   The crops failed for want of rains.

10. **In accordance with** (بمطابق)

    I spent the public money in accordance with the rules.

CS CamScanner

11. **In connection with** (بسلسلہ)

I visited Lahore in connection with an important affan

12. **In addition to** (علاوہ ازیں)

In addition to his pay, he makes a good deal from his lands.

13. **In case of** (بصورت)

In case of danger pull the chain.

14. **In order to** (بخاطر)

In order to succeed in the Examination, you should work very hard.

15. **In favour of** (حق میں)

I am not in favour of this proposal.

16. **In front of** (سامنے)

A boy was standing in front of the door.

17. **In honour of** (اعزاز میں)

I gave a party in honour of my friend.

18. **In search of** (تلاش میں)

Hamid is in search of a job.

19. **In spite of** (باوجود)

In spite of old age, he can still work hard.

20. **Instead of** (بجائے)

Instead of criticising others you should try to reform urself.

21. **In view of** (پیش نظر)

In view of such circumstances, I must leave today.

22. **In the course of** (دوران میں)

He gave out the secret in the course of his talk.

23. **In the light of** (روشنی میں)

He succeeded in the light of his past experience.

24. **In the presence of** (موجودگی میں)

He never talks in the presence of his elders.

25. **On account of** (بوجہ)

He had to resign on account of ill health.

26. **On behalf of** (طرف سے)

I thank you on behalf of the whole staff.

27. **On the eve of** (کسی واقعہ کے وقوع سے ذرا پیشتر)

I entertained my friend on the eve of his departure.

28. **On the ground of** (بنا پر)

He got fee concession on the ground of poverty.

29. **On the occasion of** (موقع پر)

I met him on the occasion of his marriage.

30. **On the verge of** (کنارے پر)

He is on the verge of retirement.

31. **With a view to** (مقصد سے)

We read books with a view to improving our knowledge

32. **With reference to** (حوالہ سے)

I am sending the goods with reference to your letter No. 2, Dated 15-3-64.

CHART No. 15

Proverbs

1. A bad workman quarrels with his tools. — ناچ نہ جانے آنگن ٹیڑھا
2. A bird in hand is worth two in the bush. — نو نقد ۔ نہ تیرہ اُدھار
3. A burnt child dreads of fire. — دودھ کا جلا چھاچھ پھونک پھونک کر پیتا ہے
4. A cry in the wilderness. — نقار خانے میں طوطی کی آواز
5. A drowning man catches at a straw. — ڈوبتے کو تنکے کا سہارا
6. Adversity tries friends. — غربت دوستی کی کسوٹی ہے
7. A figure among ciphers. — اندھوں میں کانا راجہ
8. A friend in need is a friend indeed. — دوست وہ جو مصیبت میں کام آئے
9. A guilty conscience needs no accuser. — چور کی داڑھی میں تنکا
10. A little knowledge is dangerous. — نیم حکیم خطرہ جان
11. A lie has no legs to stand upon. — جھوٹ کے پاؤں نہیں ہوتے

12	All is well that ends well.	انت بھلا سو بھلا
13.	All that glitters is not gold.	ہاتھی کے دانت کھانے کے اور دکھانے کے اور
14.	A man is known by the company he keeps.	آدمی اپنی صحبت سے پہچانا جاتا ہے
15.	An idle man's brain is the devil's workshop.	خالی مکان شیطان کی دکان
16.	A rolling stone gathers no moss.	ڈانواں ڈول کی مٹی خراب
17.	A stitch in time saves nine.	وقت کا ٹانکا بے وقت کے ٹانکے سے بہتر ہے
18.	Barking dogs seldom bite.	جو گرجتے ہیں وہ برستے نہیں
19.	Beauty requires no ornament.	نہیں محتاج زیور کا جسے خوبی خدا نے دی
20.	Better late than never.	نہ ہونے سے دیر سے ہونا اچھا ہے
21.	Better wear out than rust out.	بیکار سے بیگار بھلی
22.	Birds of a feather flock together.	کند ہم جنس با ہمجنس پرواز
23.	Casting pearls before swine.	بھینس کے آگے بین بجانا
24.	Charity begins at home.	اول خویش بعد درویش
25.	Chips of the same block.	ایک تھیلے کے چٹے بٹے

CamScanner

26.	Coming events cast their shadows before.	ہونہار بروا کے چکنے چکنے پات
27.	Cut your coat according to your cloth.	جتنی چادر دیکھو اتنے پاؤں پھیلاؤ
28.	Death's day is a doom's day.	آپ مرے جگ پرلوک
29.	Death keeps no calendar.	موت کا کوئی وقت نہیں
30.	Death with friends is a festival.	ہمہ یاراں دوزخ ہمہ یاراں بہشت
31.	Diamond cuts diamond.	لوہے کو لوہا کاٹتا ہے
32.	Distant hillocks look green.	دور کے ڈھول سہانے
34.	Do not put off till tomorrow what you can do today.	آج کا کام کل پر مت ڈالو
34.	Do in Rome as the Romans do.	جیسا دیس ویسا بھیس
35.	Easy come, easy go.	مال مفت دل بے رحم
36.	Empty vessels make much noise.	تھوتھا چنا باجے گھنا
37.	East or West, home is the best.	جو سکھ چوبارے ۔ نہ بلخ نہ بخارے
38.	Every cock fights best on his own dunghill.	اپنی گلی میں کتا بھی شیر ہوتا ہے
39.	Evil got evils spent.	مال حرام بود۔بجائے حرام رفت

40.	Example is better than pre-cept.	اوروں کو نصیحت خود میاں نصیحت
41.	God helps those who help themselves.	ہمت مرداں مدد خدا
42.	Haste makes waste.	آگے دوڑ پیچھے چوڑ
43.	He who digs at pit for others, himself falls into it.	چاہ کن راہ چاہ درپیش
44.	Health is better than wealth.	تندرستی ہزار نعمت ہے
45.	Honesty is the best policy.	دیانتداری سب سے اچھی حکمت عملی ہے
46.	I talk of horse and you of hay.	سوال گندم ۔ جواب چنا
47.	It is hard nut to crack.	یہ ٹیڑھی کھیر ہے
48.	It is as clear as day.	ہاتھ کنگن کو آرسی کیا
49.	It takes two to make a quarrel.	تالی دونوں ہاتھوں سے بجتی ہے
50.	It is never late to mend.	صبح کا بھولا شام کو گھر واپس آجائے تو اسے بھولا نہیں کہتے
51.	It is useless to cry over spilt milk.	اب پچھتائے کیا ہوت جب چڑیاں چگ گئیں کھیت
52	Jack of all trades master of none.	ہرفن مولا

CS CamScanner

53.	Knowledge is power.	علم بڑی دولت ہے
54.	Let by gones be by gones.	گذشتہ را صلوات ۔ آئندہ را احتیاط
55.	Love begets love.	دل را بدل راہ است
56.	Man proposes, God disposes.	انسان بنائے خدا ڈھائے
57.	Man is mortal.	انسان فانی ہے
58.	Make hay while the sun shines.	موقع کو ہاتھ سے نہ جانے دو
59.	Many a slip between the cup and the lip.	ہنوز دلی دور است
60.	Might is right.	جس کی لاٹھی اس کی بھینس
61.	Misfortunes never come alone.	مصیبتیں اکیلی نہیں آتیں
62.	Money makes the mare go.	دام بنائے کام
63.	Necessity is the mother of invention.	ضرورت ایجاد کی ماں ہے
64.	Practice makes perfect.	کام کو کام سکھاتا ہے
65.	Prevention is better than cure.	ایک پرہیز ۔ سو علاج
66.	Rod tames every brute.	ڈنڈا سب کا پیر ہے
67.	Rome was not built in a day.	ہتھیلی پر سرسوں نہیں جمتی

CS CamScanner

68. Slow and steady wins the race.	سہج پکے سو میٹھا ہو
69. Something is better than nothing.	بھاگتے چور کی لنگوٹی ہی سہی
70. Tit for tat.	ادلے کا بدلا
71. Time is a great healer.	وقت سب زخموں کا مرہم ہے
72. Time and tide wait for none.	گیا وقت پھر ہاتھ آتا نہیں
73. Think before you leap.	پہلے تولو ۔ پھر بولو
74. To add fuel to the fire.	جلتی پر تیل ڈالنا
75. To carry coal to New-castle.	الٹے بانس بریلی کو
76. To err is human, to forgive is divine.	بھولنا کام انسان کا ۔ بخشنا کام رحمان کا
77. To kill two birds with one stone.	ایک پنتھ دو کاج
78. To make a mountain of a molehill.	رائی کا پہاڑ بنانا ۔ بات کا بتنگڑ بنانا
79. To nip the evil in the bud.	گربہ کشتن روز اول
80. Two of a trade seldom agree.	کتا کتے کا بیری
81. Uneasy lies the head that wears the crown.	کوٹھی والا روئے ۔ چھپر والا سوئے

CamScanner

82. Union is strength. — اتفاق میں برکت ہے

83. Virtue is its own reward. — نیکی کا پھل میٹھا ہوتا ہے

84. Well begun is half done. — اچھا شروع نیک انجام

85. What cannot be cured must be endured. — قہر درویش برجان درویش

86. Where there is a will, there is a way. — جہاں چاہ وہاں راہ

Exercises

Show by constructing appropriate sentences that you understand the correct use of the following :—

1944: T make merry, to take advantage of, to take care of, to cry over spilt milk. to find fault with, to leave no stone unturned. to mend one's business. to nip the evil in the bud. to run short.

1945: To give in, to look sharp, to make for, to break out. to break the news. to call a spade a spade, to take offence, to pay back in the same coins, to look up. to push through, to hand over.

1946: To take ill, to fall flat, to run short, to nip in the bud.

1947: From hand to mouth, to take after, to get rid of, to end in smoke. a maiden speach, black sheep, a man of letters, to tell upon, a laughing stock, to deal in, to make a fool of, at the eleventh hour.

1948: In hot, haste, from hand to mouth, up to the mark, out of the wood, under the sun.

1949: At all costs, in the long run, without fail, for good, in spite of, in order to, by means of.

1950; To look down upon, to cut a sorry figure. to catch at a straw, to end in a draw, to have one's way, to hit the nail on the head, to die in harness.

1951: Through thick and thin, in the nick of time, to live in fool's paradise, a Jack of all trades, to beat about the bush, a bed of roses, to strike while the iron is hot. to try the impossible, a man of principle.

1952: To labour hard, to be in a fix, a rolling stone, once for all, in no time, to be on the horns of dilemma. to make a fool of, to put up with.

1953: All in all, get on with, give way, over and above. keep in view, on the look out, at the helm of affairs. play the game, out of gear, on the alert.

Word-building

Many new words can be formed by adding particles to the beginning or to the end of a *root* i.e. The word in its simplest form: The particles added to the beginning of a word are called **Prefixes**; as—*miss*-deed. The particles added to the end of a word are called **sufixes**; as—*kind-ness*.

A few Prefies

Ad, means *to*. Adhere. *to stick to*: adjoin, *to lie next to* : to allow, *to go to* : advance, *to promote to*.

Con—, (together), Conjunction, *to join together* : connect. *to fasten together*.

De—, (down or from). Describe, *to write down* ; degrade *to put down a step*: descend, *to climb down*.

Dis—, (Not). Disbelieve, *not believe*: distrust, *not to trust*,

Ex—, (out of). Export, *to carry out*: exclaim, *to cry out*: exclude, *to shut out*: expel, *to turn out.*

Im—, (in or into). Import, *to carry into* : impede, *to put the foot in.*

Post—, (after). Postpone, *to place after* : Postscript, *written after* : Post mortem, *after death* :

Pro—, (forth). Progress, *to go forth* : Project, *to throw forth* :

Re—, (again), Rewrite, *write again* : receive, *to take back* : recite, *to call back* : recline. *to bend back.*

Sub—, (under), Subject, *thrown under another's authority.* Subdue, *to lead under* : Sub-inspector, *under an Inspector.*

Trans—, (Across). transcribe, *to write across* : transport, *to carry across.*

A Few suffixes

(*i*) **Noun Suffixes**—*ity* (captivity, equality)
—hood (manhood, childhood)
—dom (kingdom, freedom)
—ship (friendship, hardship)
—ness (kindness, blindness)

(*ii*) **Adjective suffixes**—*ish* (childish, foolish)
—like (childlike, ladylike)
—ous (furious, glorious)
—ful (careful, beautiful)
—less (careless, faithless)

(*iii*) **Adverb suffixes**—*ly* (carefully, slowly)

(*iv*) **Verb suffixes**—fy (beautify, purify)

—ate (irritate, agitate)

—en (blacken, deepen)

—ise (apologise, authorise)

CHART No. 16

(Formation of nouns, verbs and adjectives)

	verb	*Noun*	*Adjective*	*Meaning*
1.	Abound	abundance	abundant	بکثرت ہونا
2.	Act	action	active	عمل کرنا
3.	Accustom	custom	customary	عادی ہونا
4.	Accede	access	accessible	مان لینا ۔ جا ملنا
5.	Add	addition	additional	جمع کرنا
6.	Admit	admission	admissible	داخل کرنا
7.	Admire	admiration	admirable	تعریف کرنا
8.	Advise	advice	advisable	نصیحت کرنا
9.	Agree	agreement	agreeable	اتفاق کرنا
10.	Amuse	amusement	amusing	مسرور کرنا
11.	Apply	application	applicable	درخواست دینا
12.	Apologise	apology	apologetic	معافی مانگنا
13.	Attend	attention	attentive	توجہ دینا

CamScanner

	Verb	Noun	Adjective	Meaning
14.	Authorise	authority	authoritative	اختیار دینا
15.	Beautify	Beauty	Beautiful	خوبصورت بنانا
16.	Believe	belief	believeable	یقین کرنا
17.	Broaden	breadth	broad	کشادہ کرنا
18.	Bleed	blood	bloody	خون بہنا
19.	Clarify	clearness	clear	واضح کرنا
20.	Complain	complaint	plaintive	شکایت کرنا
21.	Compete	competition	competitive	مقابلہ کرنا
22.	Criticise	criticism	critical	نکتہ چینی کرنا
23.	Deepen	depth	deep	گہرا کرنا
24.	Decide	decision	decisive	فیصلہ کرنا
25.	Deceive	deceit	deceitful	دھوکہ دینا
26.	Die	death	deadly	مرنا
27.	Differ	difference	different	اختلاف رکھنا
28.	Defend	defence	defensive	بچاؤ کرنا
29.	Defraud	fruad	fradulent	ٹھگنا
30.	Economise	economy	economical	بچت کرنا
31.	Educate	education	educational	تعلیم دینا
32.	Electrify	electricity	electric	بجلی پہنچانا ۔ برقانا
33.	Emphasise	emphasis	emphatic	زور دینا

	Verb	Noun	Adj
		circle	circular
34.	Encircle	courage	courageous
35.	Encourage	danger	dangerous
36.	Endanger	nobility	noble
37.	Ennoble	equality	equal
38.	Equalize	explanation	explanatory
39.	Explain	extension	extensive
40.	Extend	familiarity	familiar
41.	Familiarise	fertility	fertile
42.	Fertilize	fright	frightful
43.	Frighten	fruit	fruitful
44.	Fructify	gift	gifted
45.	Give	glass	glassy
46.	Glaze	glory	glorious
47.	Glorify	grass	grassy
48.	Graze	grief	grevious
49.	Grieve	[illegible]ste	hasty
50.	Hasten	[illegible]d	hateful
[illegible]	Hate	[illegible]	healthy
	Heal	[illegible]	hi[illegible]
	[illegible]eighten		

	Verb	Noun	Adjective	Meaning
34.	Encircle	circle	circular	گھیرنا
35.	Encourage	courage	courageous	حوصلہ بڑھانا
36.	Endanger	danger	dangerous	خطرے میں ڈالنا
37.	Ennoble	nobility	noble	شرافت پیدا کرنا
38.	Equalize	equality	equal	برابر کرنا
39.	Explain	explanation	explanatory	تشریح کرنا
40.	Extend	extension	extensive	توسیع کرنا
41.	Familiarise	familiarity	familiar	آشنا کرنا
42.	Fertilize	fertility	fertile	زرخیز کرنا
43.	Frighten	fright	frightful	ڈرانا
44.	Fructify	fruit	fruitful	پھلانا
45.	Give	gift	gifted	عطا کرنا
46.	Glaze	glass	glassy	چمکانا
47.	Glorify	glory	glorious	عظمت دینا
48.	Graze	grass	grassy	گھاس چرنا
49.	Grieve	grief	grevious	رنجیدہ ہونا
50.	Hasten	haste	hasty	جلدی کرنا
51.	Hate	hatred	hateful	نفرت کرنا
52.	Heal	health	healthy	تندرست ہونا
53.	Heighten	height	high	بلند ہونا

	Verb	Noun	Adjective	Meaning
54.	Ignore	ignorance	ignorant	تجاهل کرنا
55.	Illustrate	illustration	illustrative	واضح کرنا
56.	Imagine	imagination	imaginative	تصور کرنا
57.	Impoverish	poverty	poor	غریب بنانا
58.	Increase	increment	incremental	بڑھنا ۔ بڑھانا
59.	Injure	injury	injurious	زخمی کرنا
60.	Intent	intention	intentional	ارادہ کرنا
61.	Introduce	introduction	introductory	تعارف کرنا
62.	Invite	invitation	inviting	دعوت دینا
63.	Judge	judgment	judiciat	فیصلہ کرنا
64.	Justify	justification	justifiable	بجا ثابت کرنا
65.	Knit	knot	knotty	گانٹھ دینا
66.	Know	knowledge	knowing	عام ہونا ۔ جاننا
67.	Laugh	laughter	laughable	ہنسنا
68.	Lengthen	length	long	لمبا کرنا
69.	Live	life	living	زندہ رہنا
70.	Localize	locality	local	مقامی بنانا
71.	Lose	loss	lost	ضائع کرنا
72.	Magnetize	magnetism	magnetic	مقنانا

	Verb	Noun	Adjective	Meaning
73.	Marry	marriage	marriageable	شادی کرنا
74.	Meditate	meditation	meditative	غور و فکر کرنا
75.	Memorise	memory	memorable	یاد کرنا
76.	Mix	mixture	mixed	آمیزش کرنا
77.	Moisten	moisture	moist	گیلا کرنا
78.	Move	motion	movable	حرکت کرنا
79.	Necessitate	necessity	necessary	ضرورت محسوس کرنا
80.	Obey	obedience	obedient	فرمانبرداری کرنا
81.	Object	objection	objectionable	اعتراض کرنا
82.	Offend	offence	offensive	غصہ دلانا۔قانون شکنی کرنا
83.	Officiate	office	official	دفتری فرائض انجام دینا
84.	Oppose	opposition	opposite	مخالفت کرنا
85.	Originate	origin	original	ابتدا کرنا
86.	Pacify	peace	peaceful	امن قائم کرنا
87.	Please	pleasure	pleasant	خوش کرنا
88.	Populate	population	populous	آباد کرنا
89.	Practise	practice	practical	مشق کرنا۔ عمل میں لانا
90.	Prize	price	precious	قیمتی سمجھنا
91	Prosper	prosperity	prosperous	آسودہ حال ہونا
92	Purify	purity	pure	پاک کرنا

CamScanner

	Verb	Noun	Adjective	Meaning
93.	Receive	receipt	receptive	وصول کرنا۔خیر مقدم کرنا
94.	Reflect	reflection	reflective	عکس پڑنا ۔ غور کرنا
95.	Reform	reformation	reformatory	اصلاح کرنا
96.	Rely	reliance	reliable	اعتماد کرنا
97.	Repent	repentance	repentant	پشیمان ہونا
98.	Respond	response	responsive	جواب دینا ۔ متاثر ہونا
99.	Satisfy	satisfaction	satisfactory	تسلی دینا
100.	Save	safety	safe	بچانا
101.	Serve	service	serviceable	خدمت کرنا
102.	Speak	speech	speakable	بولنا
103.	Stabilize	stability	stable	مضبوط کرنا
104.	Steal	stealth	stealthy	چرانا
105.	Strengthen	strength	strong	مضبوط کرنا
106.	Succeed	success	successful	کامیاب ہونہ
107.	Supervise	supervision	supervisory	نگرانی کرنا
108.	Study	student	studious	مطالعہ کرنا
109.	Stupify	stupidity	stupid	مدھوش کر دینا
110.	Sympathise	sympathy	sympathetic	ہمدردی کرنا
111.	Terrify	terror	terrible	ڈرانا
112.	Think	thought	thoughtful	سوچنا

	Verb	*Noun*	*Adjective*	*Meaning*
113.	Trace	track	traceable	سراغ لگانا
114.	Tyranize	tyranny	tyrant	ظلم کرنا
115.	Vacate	vacancy	vacant	خالی کرنا
116.	Vary	variety	various	تبدیل ہوتے رہنا
117.	Wake	watch	watchful	جاگنا
118.	Widen	width	wide	چوڑا کرنا

Exercises

I. *Form Nouns from* :—

Refuse, long, see, deep, try, lend, arrive, high, write. marry, dismiss.

II. *Form Adjectives from* !—

Obey, expense, picture, quarrel, India, Pakistan. France, excel, glory, rely.

III. *Form Verbs from* :—

Cloth, joy, haste, food, rich, advice, bright, fright, little, glad, electric, song, fool.

1933 : *Form Verbs from* :—Large, equal, fat, low, bitter.

Form Adjectives from :—Spain, viceroy, king, commerce, type.

1935 ·: *Form Adjectives from*:—Viceroy, five, muscle.

Form Verbs from:—Large, wide.

Form Nouns from:—Deep, poor, speak.

194[illegible] [illegible]*rm Nouns from*:—Accurate, brief, fertile, delicate.

CamScanner

1948 : *Write the Abstract Nouns of*:—Anxious, true, coward. succeed. heal, choose, grieve, think, unite, serve, live.

1951 : *Make Nouns from the following and use them in your own sentences*:—Long, see, practise, move, admire, proud, brave, receive, deep, compare.

1952 : *Form Abstract Nouns from*:—Friend, wise, defend, brave, know, agree, live, admit, false, serve.

ANTONYMS

Prefixes forming antonyms :—

1. Dis ... Disappear, disagree, disallow, disbelieve.
2. Il ... Illegal, illegible, illiterate, illtreat, illogical.
3. Im ... Immodest, immortal, impartial, impatient, imperfect.
4. In ... Indecent, inefficient, infamous, insufficient.
5. Ir ... Irresponsible, irreligious, irregular.
6. Un ... Uncertain, unclean, ungrateful, unhappy, unknown, unpleasant.

Note:—Besides the antonyms regularly formed by the above prefixes, there are numerous autonyms irregularly formed. Study these in the following chart.

CHART No. 17

(Antonyms)

(*i*) *Verbs*

	Word	*Antonym*	*Meaning*
1.	Accept	reject	قبول کرنا ـ رد کرنا
2.	Add	subtract	جمع کرنا ـ تفریق کرنا

	Word	*Antonym*	*Meaning*
3.	Advance	retreat	آگے بڑھنا ۔ پیچھے ہٹنا
4.	Allow	forbid	اجازت دینا ۔ منع کرنا
5.	Appoint	dismiss	مقرر کرنا ۔ موقوف کرنا
6.	Ascend	decend	چڑھنا ۔ اترنا
7.	Attack	defend	حملہ کرنا ۔ حملہ روکنا
8.	Attract	repel	کشش کرنا ۔ دفع کرنا
9.	Borrow	lend	قرض لینا ۔ قرض دینا
10.	Buy	sell	خریدنا ۔ بیچنا
11.	Close	open	بند کرنا ۔ کھولنا
12.	Confess	deny	اقبال کرنا ۔ انکار کرنا
13.	Convict	acquit	سزا دینا ۔ بری کرنا
14.	Contract	expand	سکڑنا ۔ پھیلنا
15.	Debit	credit	منہا کرنا ۔ جمع کرنا
16.	Decrease	increase	گھٹنا ۔ بڑھنا
17.	Forget	remember	بھولنا ۔ یاد کرنا
18.	Fail	succeed	فیل ہونا ۔ پاس ہونا
19.	Hate	love	نفرت کرنا ۔ محبت کرنا
20.	Hide	seek	چھپنا ۔ تلاش کرنا
21.	Inhale	exhale	سانس اندر لینا ۔ سانس باہر نکالنا
22.	Laugh	weep	ھنسنا ۔ رونا
23.	Lose	gain	کھونا ۔ حاصل کرنا

CamScanner

	Word	Antonym	Meaning
24.	Make	mar	بنانا - بگاڑنا
25.	Oppose	support	مخالفت کرنا ۔ امداد کرنا
26.	Persuade	dissuade	آمادہ رکھنا ۔ باز رکھنا
27.	Punish	reward	سزا دینا ۔ جزا دینا
28.	Refuse	grant	انکار کرنا ۔ عطا کرنا
29.	Retaliate	forgive	بدلہ لینا ۔ معاف کرنا
30.	Rise	fall	گرنا ۔ اُٹھنا
31.	Resolve	hesitate	آمادہ ہونا ۔ ہچکچانا
32.	Sink	float	ڈوبنا ۔ تیرنا
33.	Sleep	wake	سونا ۔ جاگنا
34.	Smile	frown	مسکرانا ۔ تیوڑی چڑھانا
35.	Teach	learn	سکھانا ۔ سیکھنا
36.	Wax	wane	بڑھنا ۔ گھٹنا
37.	Win	lose	جیتنا ۔ ہارنا
38.	Wed	divorce	شادی کرنا ۔ طلاق دینا

(ii) Nouns

39.	Abundance	dearth	کثرت ۔ قلت
40.	Absence	presence	غیر حاضری ۔ حاضری
41.	Adversity	prosperity	افلاس ۔ خوشحالی
42.	Analysis	synthesis	تجزیہ ۔ ترکیب
43.	Answer	question	جواب ۔ سوال

	Word	*Antonym*	*Meaning*
44.	Arrival	departure	آمد ۔ روانگی
45.	Ascent	descent	چڑھائی ۔ اترائی
46.	Attack	defence	حملہ ۔ مدافعت
47.	Beauty	ugliness	خوبصورتی ۔ بد صورتی
48.	Body	soul	جسم ۔ روح
49.	Concord	discord	ہم آہنگی ۔ ناموافقت
50.	Creditor	debtor	قرضخواہ ۔ مقروض
51.	Deficit	surplus	خسارا ۔ بچت
52.	Dwarf	giant	بونا ۔ دیو
53.	Fact	fiction	حقیقت ۔ افسانہ
54.	Falsehood	truth	جھوٹ ۔ صداقت
55.	Freedom	slavery	آزادی ۔ غلامی
56.	Folly	wisdom	بے وقوفی ۔ دانائی
57.	Haste	delay	عجلت ۔ تاخیر
58.	Heaven	hell	بہشت ۔ دوزخ
59.	Hope	despair	اُمید ۔ یاس
60.	Ignorance	knowledge	لا علمی ۔ علم
61.	Joy	sorrow	خوشی ۔ غمی
62.	Life	death	زندگی ۔ موت

	Word	*Antonym*	*Meaning*
63.	Love	hatred	محبت ۔ نفرت
64.	Majority	minority	اکثریت ۔ اقلیت
65.	Maximum	minimum	زیادہ سے زیادہ ۔ کم سے کم
66.	Miser	spendthrift	کنجوس ۔ فضول خرچ
67.	Motion	rest	حرکت ۔ سکون
68.	Mistress	maid	ملکہ ۔ لونڈی
69.	Native	alien	ملکی ۔ غیر ملکی
70.	Optimist	pessimist	خوش خیال ۔ غم شناس
71.	Plaintiff	defendant	مدعی ۔ مدعا علیہ
72.	Plenty	scarcity	افراط ۔ قلت
73.	Safety	danger	بچاؤ ۔ خطرہ
74.	Solid	liquid	ٹھوس ۔ مائع
75.	Success	failure	کامیابی ۔ ناکامی
76.	Tragedy	comedy	المناک کھیل ۔ مذاقیہ کھیل
77.	Victory	defeat	فتح ۔ شکست
78.	Virtue	vice	نیکی ۔ بدی
79.	Weal	woe	راحت ۔ رنج

(*iii*) Adjectives

80.	Abnormal	normal	طبعی ۔ غیر طبعی
81.	Ancient	modern	قدیم ۔ جدید

	Word	*Antonym*	*Meaning*
82.	Attractive	repulsive	جاذب نظر ۔ مکروہ
83.	Barbarous	civilized	غیر مہذب ۔ مہذب
84.	Barren	fertile	بنجر ۔ آباد
85.	Bright	dull	چمکدار ۔ پھیکا
86.	Brave	coward	بہادر ۔ ڈرپوک
87.	Broad	narrow	چوڑا ۔ تنگ
88.	Civil	rude	خلیق ۔ گستاخ
89.	Clean	dirty	صاف ۔ گندہ
90.	Cool	warm	ہلکا ٹھنڈا ۔ شیر گرم
91.	Cold	hot	ٹھنڈا ۔ گرم
92.	Constant	fickle	مستقل ۔ ناپائدار
93.	Kind	cruel	مہربان ۔ ظالم
94.	Deep	shallow	بہت گہرا ۔ کم گہرا
95.	Defensive	offensive	مدافعانہ ۔ جارحانہ
96.	Domestic	wild	گھریلو ۔ جنگلی
97.	Empty	full	خالی ۔ پر
98.	Early	late	سویرے ۔ دیر سے
99.	Famous	notorious	مشہور ۔ بدنام
100.	Fresh	stale	تازہ ۔ باسی
101.	Guilty	innocent	گناہ گار ۔ بے گناہ
102.	Hard	soft	سخت ۔ نرم

	Word	*Antonym*	*Meaning*
103.	Material	spiritual	مادی - روحانی
104.	Mental	physical	ذہنی - جسمانی
105.	Natural	artificial	قدرتی - مصنوعی
106.	Oral	written	زبانی - تحریری
107.	Optional	compulsory	اختیاری - لازمی
108.	Permanent	temporary	مستقل - عارضی
109.	Practical	theoretical	عملی - خیالی
110.	Public	private	سرکاری - نجی
111.	Raw	ripe	کچا - پکا
112.	Rough	smooth	کھردرا - ہموار
113.	Rigid	flexible	سخت - لچکدار
114.	Sweet	bitter	میٹھا - کڑوا
115.	Transparent	opaque	شفاف - غیر شفاف
116.	Urban	rural	شہری - دیہاتی

Exereises

Make sentences one in each case using the antonyms (opposite) of the following words :—

1945 : Sufficient, please. logical. broad, failure. above.

1946 : Complete, famous, hate, religious, enemy, true, legible. virtuous, quick, light.

1947 : Right, good, calm, peace, hate, foe.

1948 : Weakness, justice. vice, innocent, noble, fortune. legal, famous, encourage, persuade. honour, approve

1949 : Gratitude, accept, cheap, beautiful, bold, kind, laugh false, high, proud.

1950: War, absence, joy, gain, success, synonym, high.

1951: Gallant, spendthrift, regular, fair, submission, unreasonable, rival, lazy, practical, virtuous.

1952; Cheerful, studious, rash, efficient, crooked, graceful, nice, hatred, sharp, poverty.

1953: Kind, tall,ancient, sad, loss, refuse, present, passive.

CHART No. 18

(Diminutives)

(*a*) En

1.	Cock	(مرغ)	Chicken	(چوزہ)
2.	Cat	(بلی)	Kitten	(بلی کا بچہ)

(*b*) Et

3.	Ankle	(ٹخنہ)	Anklet	(پازیب)
4.	Arm	(بازو)	Armlet	(بازو بند)
5.	Ball	(گولا)	Bullet	(گولی)
6.	Book	(کتاب)	Booklet	(کتابچہ)
7.	Brook	(ندی)	Brooklet	(چھوٹی ندی)
8.	Circle	(دائرہ)	Circlet	(چھوٹا دائرہ)
9.	Cigar	(سگار)	Cigarette	(سگریٹ)
10.	Crown	(تاج)	Coronet	(چھوٹا تاج)
11.	Eagle	(عقاب)	Eaglet	(عقاب کا بچہ)
12.	Isle	(جزیرہ)	Islet	(چھوٹا جزیرہ)
13.	Lance	(نیزہ)	Lancet	(نشتر)

14.	Leaf	(پتا)	Leaflet	(پتی)
15.	Pouch	(تھیلا)	Pocket	(تھیلی)
16.	Ring	(چھلا)	Ringlet	(سندری)
17.	River	(دریا)	Rivulet	(ندی)
18.	Rose	(گلاب کا پھول)	Rosette	(ربن کا نقلی گلاب)
19.	Sign	(نشانی)	Signet	(مہر)
20.	Song	(گیت)	Sonnet	(چھوٹا سا گیت)
21.	Stream	(ندی)	Streamlet	(چھوٹی ندی)
22.	Swan	(ہنس راج)	Cygnet	(ہنس کا بچہ)
23.	Table	(تخت)	Tablet	(تختی)
24.	Tower	(برج)	Turret	(برجی)

(c) El or Le

25.	Mouth	(منہ)	Muzzle	(بندوق کا دہانہ)
26.	Nose	(ناک)	Nozzle	(ٹونٹی)
27.	Part	(حصہ)	Particle	(ذرہ)
28.	Sack	(بوری)	Satchel	(بستہ)
29.	Throat	(حلق)	Throttle	(حلق کی نالی)
30.	Thumb	(انگوٹھا)	Thimble	(انگشتانہ)

(d) Kin

31.	Lamb	(لیلا)	Lambkin	(ننھا لیلا)
32.	Man	(آدمی)	Manikin	(بونا)

(e) Ling

33. Duck	(بطخ)	Duckling	(بطخ کا بچہ)
34. Goose	(ہنس)	Gooseling	(ہنس کا بچہ)
35. Nest	(گھونسلا)	Nestling	(ننھا پرندہ جو گھونسلے میں ہو)
36. Nurse	(دایہ)	Nurseling	(شیر خوار بچہ جو دایہ کے چارج میں ہو)
37. Seed	(بیج)	Seedling	(بیج سے اگا ہوا پودا)
38. Weak	(کمزور)	Weakling	(بہت لاغر آدمی)

(*f*) Ock

39. Bull	(بڑا بیل ۔ سانڈ)	Bullock	(چھوٹا معمولی بیل)
40. Hill	(پہاڑی)	Hillock	(چھوٹی پہاڑی)

(*g*) Miscellaneous

41. Grain	(دانہ)	Granule	(چھوٹا دانہ)
42. Bird	(پرندہ)	Birdie	(ننھا پرندہ)
43. Lass	(لڑکی)	Lassee	(ننھی سی لڑکی)
44. Puss	(بلی)	Pussy	(ننھی بلی)
45. Top	(چوٹی)	Tip	(نوک)

Note : Diminutives of objects do not necessarily indicate their smallness, but they also denote *affection* or *contempt*. For instance, 'nurseling' is not a small nurse but the infant in the nursery.

CHART No. 19

(Some foreign adjectives)

Word	Adjective	Uses
1. Bishop	Episcopal (پادریوں کی)	Rome has an episcopal Government.
2. Church	Ecclesiastical (کلیسائی)	Popes are tried in the ecclesiastical courts.
3. Body	Corporal (جسمانی)	Corporal punishment in schools is not allowed.
4. Eye	Ocular (چشمی)	This doctor is expert in ocular operations.
5. Hand	Manual (دستی)	Most of the people avoid manual labour.
6. Heart	Cordial (دلی)	He had a cordial reception at home.
7. Mind	Mental	Avoid mental worries.
8. Mouth	Oral (زبانی)	Oral lessons are useful for the beginners.
9. Tongue	Lingual (لسانی)	Pakistan has her own lingual difficulties.
10. Tooth	Dental (دانتوں کا)	My brother is a dental surgeon.
11. Brother	Fraternal (برادرانہ)	We should have fraternal relations with Muslims.

12.	Child	Puerile (طفلانہ)	Give up your puerile habits.
13.	Daughter or son	Filial (فرزندانہ)	Every son should know his filial duties towards his parents.
14.	Father	Paternal (پدری)	He is selling his paternal estate.
15.	Mother	Maternal (مادری)	He is my maternal uncle.
16.	Cat	Feline (گربہ صفت)	He has feline eyes.
17.	Dog	Canine (کلبی)	Dogs cannot give up their canine habits so easily.
18.	Eagle	Aquiline (عقابی)	He has an acquiline nose.
19.	Fox	Vulpine (مکارانہ)	You should give up vulpine habits of deceiving others.
20.	Sheep	Ovine	The sheep cannot easily give up their ovine habits.
21.	Night	Nocturnal (رات کا)	I do not like your nocturnal visits to your friends.
22.	Earth	Terrestrial (ارضی)	The terrestrial animals differ from acquatic animals.
23.	Heaven	Celestial (آسمانی)	Angels are the celestial beings.
24.	Hell	Infernal (جہنمی)	Heathens will be given infernal punishment in the hereafter

25.	Moon/Sun	Lunar/Solar	Lunar and solar eclipses are natural phenomena.
26.	Year	Annual (سالانہ)	When does your annual examination take place.
27.	City	Civic (شہری)	We must attend to our civic duties.
28.	Death	Mortal (مہلک)	He received a mortal blow from his enemy.
29.	Devil	Diabolical (شیطانی)	Diabolical conduct is hated by all.
30.	Egg	Oval (بیضوی)	This table is oval in shape.
31.	East	Oriental (شرقی)	He is the teacher of oriental languages.
32.	West	Occidental (غربی)	Occidental nations are more advanced than the oriental nations.
33.	God	Divine (ربانی)	The Quran is the Divine message.
34.	Home	Domestic (گھریلو)	He is too busy in his domestic affairs.
35.	King	Royal (شاہی)	The royal procession passed through the city.
36.	Man	Human (انسانی)	It is against human nature.
37.	Name	Nominal (برائے نام)	A sum of Rs. three is only nominal price for this book.

38.	Root	Radical (بنیادی)	Quinine is a radical cure for Malaria.
39.	Sea	Marine (بحری)	Pakistan has strong marine troops.
40.	Sight	Visible (ظاہر)	There are no visible signs of improvement.
41.	Spring	Vernal (بہاری)	The vernal flowers were in full bloom.
42.	Town	Urban (شہری)	Urban people are more civilised than the rural people.
43.	Water	Acquatic (آبی)	The fish is an acquatic animal.
44.	War	Martial (جنگی)	The Afghans are a martial race.
45.	Word	Verbal (لفظی)	I received a verbal message from him.

CHART No. 20

(Abbreviations)

A.D., Anno Domini سن عیسوی
A.M., ante-meridian قبل دوپہر
A.H., in the year of Hegira سن ہجری
B.A., Bachelor of Arts بی-اے
B.B.C., British Broadcasting Corporation.
B.Ed., Bachelor of Education.
B.D.S., Bachelor of Dental Surgery.
B.Sc., Bachelor of Science.
B.C. Before Christ قبل مسیح

C.I.D., Criminal Investigation Department.

C.-in-C., Commander-in-Chief.

C/o., care of معرفت

Col., Colonel کرنیل

Co., Company کمپنی

C.S.P., Civil Service of Pakistan.

D.C., Deputy Commissioner ڈپٹی کمشنر

Do., Ditto ایضاً

Dr., Doctor ڈاکٹر

D.P.H., Diploma in Public Health.

e.g., (= example gratia) = For example مثلاً

etc., et cetera وغیرہ وغیرہ

F.R.C.P., Fellow of the Royal College of Physicians

F.R.C.S., ,, ,, ,, ,, ,, ,, Surgeons

Govt., Government گورنمنٹ

G.O.C., General Officer Commanding.

G.P.O., General Post Office.

Hon., Honourable, honorary.

i.e.. (=id est) = that is یعنی

Lieut.. Lieutenant لیفٹیننٹ

LL.B., Bachelor of Laws.

M.A., Master of Arts.

Ph. D., Doctor of Philosophy.

U.N.O., United Nations Organisation.

Note :—Many others will be found in any good dictionary.

PART II

WRITTEN COMPOSITION

CHAPTER VI

Story-writing

1. The dog and his reflection.

A dog carrying a piece of meat in his mouth had to walk along a plank over a stream. Looking down into the water he saw his own reflection there. He thought that it was another dog with another piece of meat. The greedy dog snatched at the reflection ; and, as he opened his mouth, the real piece of meat fell into the stream and was lost.

Moral :– *Greedy people who try to take what belongs to others, often lose what they have.*

Note :—This story has three parts to it : the *beginning* : the *middle* ; the *end* (*i*) The *beginning* tells us that the story is about a dog (*ii*) The *middle* tells us what the dog did (*iii*) The *end* tells what the result was. Thus whenever you write a story, you must try to make it have a beginning, a middle, and an end.

2. The fox and the grapes.

One day a hungry fox came to a *vineyard*[1] full of fine ripe grapes. The grapes were *growing*[2] on a sunny wall. The fox jumped as high as he could, but was greatly *disappointed*[3] to find all the grapes too high for him to reach. When he found it was quite useless to try any more he went off, saying to himself that the grapes were *sour*[4], and he did not want them.

CamScanner

Moral : *People often pretend*[5] *that they do not like what they cannot get.*

(۱) انگوروں کا باغ (۲) آگنا (۳) مایوس (۴) کھٹے
(۵) بہانہ کرنا -

3. The Wolf and the Crane

A wolf, when eating his dinner, *swallowed*[1] a bone which *stuck fast*[2] in his *throat*[3]. This *caused*[4] him much pain, but he could not get the bone out. He promised a great reward to any *creature*[5] who would remove it. At last a *crane*[6] agreed to try. Putting her long *bill*[7] down the wolf's throat, the crane seized the bone and pulled it out. But when the crane asked for the promised reward, the wolf said that it was quite a reward enough that the crane had got her head safely out of a wolf's mouth.

Moral ; *Some people are never grateful to those who help them.*

(۱) نگلنا (۲) پھنس جانا (۳) حلق (۴) وجود میں لانا -
پیدا کرنا (۵) حیوان (۶) کونج (۷) چونچ -

4. The old man and his sons.

An old man had three sons who were always quarrelling with one another. The father often told them how foolish it was to waste time quarrelling, but they gave little *heed*[1] to him.

One day he called them together. He produced a bundle of sticks and told them each to try in turn to break it into two pieces. But so closely were the sticks bound together that none of them succeeded in breaking the bundle.

The father then untied the bundle and told his sons to break the sticks *separately*[2]. This they were *easily*[3] able to do. Then he said to them. "See my sons, what *wonderful*[4] power there is in keeping together. If you are joined closely, in friendship, no one can *hurt*[5] you ; but if you are quarrelsome, people can easily injure you."

Moral : *Union is Strength*[6].

(۱) توجہ (۲) علیحدہ علیحدہ (۳) آسانی سے (۴) عجیب
(۵) نقصان دینا (۶) اتفاق میں برکت ہے

5. The Lion and the Mouse.

Outline : A lion asleep—a mouse runs over his face—the lion is angry but forgives it—the lion is caught in a net after some days—the mouse bites the net with teeth and sets the lion free.

Once a lion was sleeping under the shade of a tree. A small mouse ran over his face and awakened him from his sleep. He became so angry that he caught the mouse to kill it. The rat *begged for mercy*[1]. The lion took pity on him and let him go. After some time the lion was caught in a *trap*[2]. He *struggled hard*[3] to get out of it but failed. The mouse saw him in trouble. He began to *gnaw*[4] the ropes. in a short time, the lion was free and thanked the mouse for his *timely*[5] help.

Moral : *Forgiveness has its own reward.*

(۱) رحم کی درخواست کرنا (۲) پھندا (۳) ہاتھ پاؤں مارنا
(۴) کترنا (۵) بر وقت

6. The Lion and the Slave.

Outline : A cruel master—his slave runs away to a jungle—removes a thorn from a lion's paw.—the slave arrested and put before the same lion—the lion licks his feet—people surprised—slave set free.

A *cruel*[1] man had a slave whom he treated very *harshly*[2]. Being sick of his master, the slave ran away to a jungle and began to live in a *cave*[3]. One day he heard a lion roaring near his cave. First he was *terribly frightened*[4]. But soon he noticed that the lion had a thorn in his *paw*[5]. He *made bold*[6], went near the lion and pulled out the thorn. The lion *licked*[7] his hand and went away. Soon after, the slave was caught. According to the custo

of that land, he was thrown before a hungry lion. As soon as the lion saw the slave, he lay down on the ground and began to lick his feet. It was the same lion out of whose paw he had pulled out a thorn. The *spectators*[8] were astonished.

When the judge heard the whole story, he set the slave free.

Moral : *Kindness is always rewarded.*

(۱) ظالم (۲) بے دردی سے (۳) غار (۴) بہت ڈر گیا
(۵) پنجہ (۶) جرات کی (۷) چاٹنا (۸) تماشبین

7. **The Lion, the fox and the Donkey.**

Once a lion, a fox. and a donkey *set off*[1] for a day's hunting. They *agreed*[2] that each was to have an equal share of what was caught. After a time, they killed a fat *buck*[3] The donkey was asked to divide the prize. He cut up the buck into three equal parts and *offered*[4] one to the lion. At this the lion flew into a rage. He sprange upon the donkey and killed him. Then the lion asked the fox to divide the meat. The fox *put aside*[5] a big *heap*[7] for the lion and kept only a small piece for himself. On seeing this, the lion looked very pleased. He said to the fox. 'Who taught you to be so clever ? "The dead donkey has been my teacher," replied the fox.

Moral : *From the mistakes of others, cautious*[7] *people learn wisdom*[8].

(۱) روانہ ہونا (۲) اقرار کرنا (۳) ھرن (۴) پیش کرنا
(۵) علیحدہ کر دینا (۶) ڈھیر (۷) محتاط (۸) دانائی

8. **The fox and the crane.**

Outline : A fox invites a crane to dinner—serves food in a flat dish—crane remains hungry—the crane invites the fox—puts food in a jar with a long narrow neck—The fox goes away hungry.

A fox and a *crane*[1] were friends. One day the fox

invited[2] his friend to dinner. He prepared some *soup*[3] and served it in a *flat dish*[4]. The crane could not eat anything with its long beak while the fox enjoyed a *hearty*[5] meal. The crane wanted to teach a lesson to his friend. He invited the fox to dinner. He put *boiled*[6] *rice in a jar with a narrow neck*[7]. The fox remained hungry as his head could not pass through the neck. The crane put his beak into the jar and enjoyed a good dinner. The fox felt ashamed and went away *disappointed*[8].

Moral : *Tit for tat*[9].

(۱) سارس (۲) دعوت دینا (۳) شوربہ (۴) چپٹی طشتری
(۵) سیر ہوکر (٦) ابلے ہوئے (۷) تنگ گلا (۸) مایوس ہونا
(۹) ادلے کا بدلہ

9. The fox and the crow.

Outline : A crow on a tree with a piece of meat—A fox wants the piece—flatters it to sing—the vain crow begins to caw—the piece falls down.—Moral.

A crow with a piece of meat in its *beak*[1] was sitting on a tree. A hungry fox passed that way. His mouth *watered*[2] when he saw the piece. He thought of a *plan*[3] to get it. He praised the black and shining feathers of the crow. He then praised his voice and asked it to sing a sweet song. The foolish crow was *taken*[4] in. It opened its beak and began to caw. The piece fell down. The fox picked it up and went on his way.

Moral : *Beware*[5] *of flattery*[6].

(۱) چونچ (۲) منہ میں پانی بھر آنا (۳) تجویز (۴) جھانسے میں آ گیا (۵) خبردار رہنا (٦) خوشامد

10. The Hare and the Tortoise.

Once a hare met a tortoise. He began to laugh at him for his slow *pace*[1]. The tortoise took it very ill and *challeng-*

ed[2] him to run a race. The hare laughed at the challenge and *accepted*[3] it. Next day, the race began. The hare ran very fast and left the tortorise far behind. Then he lay under a cool shady tree to take a little rest but soon fell asleep. The tortoise walked on slowly but *steadily* and passed the sleeping hare. The hare got up very late. He ran as fast as he could but failed to overtake that tortoise which had reached the *winning post*[5] before him. The hare was much ashamed and never again made fun of his friend.

Moral : *Slow and steady wins the race.*

(۱) رفتار۔ چال (۲) مقابلے پر للکارنا (۳) منظور کرنا (۴) ثابت قدمی سے (۵) جیت کا مقام

11. Angel and the Wood-cutter.

Once there was a *wood-cutter*[1] who earned his living by selling wood in the market. One day he was cutting some wood on the bank of the river. His axe *slipped*[2] and fell into the deep water. He became very sad. Just then an *Angel*[3] happened to pass that way. He asked him why he was sad. The wood-cutter said, "I have lost my axe with which I earned my daily bread." The angel took pity on him and *dived*[4] into the water for the axe. He brought out a golden axe, but the man *refused*[5] to *own*[6] it. The Angel dived again and brought out a silver axe but this, too, was refused by the wood-cutter. The Angel dived for the third time and brought out the axe that the man had lost. The wood-cutter was delighted to see his own axe and *accepted*[7] it at once. The Angel was so pleased with his honesty that he made him a *present*[8] of the other two axes also.

Moral : *Honesty is the best policy.*[9]

(۱) لکڑھارا (۲) پھسل جانا (۳) فرشتہ (۴) غوطہ لگانا (۵) انکار کرنا (۶) مالک ہونا (۷) قبول کرنا (۸) تحفہ (۹) دیانتداری سب سے اعلیٰ وصف ہے ۔

12. The Mice and the Cat.

Once a cat and a number of mice lived in the same house. The mice never felt safe for the cat was always hunting them. At last, they *held*[1] a meeting to think of the best way of *getting rid of*[2] her. Many plans were *considered*[3] but not one of them was good. At length a young mouse advised to tie a bell round the cat's neck. In this way, they would know when she was coming. This plan was received with loud *applause*[4]. Then an old mouse rose and said, "The advice is very good, but who will bell the cat?" None, however, offered his services and the meeting broke up in *disappointment*[5]

Moral : *Some things are easier said than done.*

(۱) منعقد کرنا (۲) جان چھڑانا (۳) غور کرنا (۴) واہ واہ
(۵) مایوسی -

13. The thirsty Crow.

Once a crow was very thirsty, but could not find water anywhere. At last he found a *pitcher* of water in a garden. He at once *happed* towards it but was disappoined to find the water too low. First, he tried to break the pot with his beak but could not do so. Next he tried to *overturn*[3] it but it was too much for his strength. Soon he hit upon a plan. There was a heap of *pebbles*[4] nearby. He picked up a stone and dropped into the pitcher. The water rose a little. He then dropped more stones one by one till the water level rose so high that he could drink it. Thus he *quenched*[5] his thirst and flew away.

Moral : *Necessity is the mother of invention*[6].

(۱) گھڑا (۲) کودنا (۳) الٹ دینا (۴) کنکریاں (۵) بجھانا
(۶) ضرورت ایجاد کی ماں ہے -

14. The Bear and the two Friends.

Once two friends *set out*[1] on a journey. They promised to stand by each other in time of danger. They travelled on till they reached a jungle. Soon they saw a big bear coming towards them. Both of them were greatly frightened. One of them climbed up a tree leaving the other to his *fate*[2]. The other lay down on the ground, held his breath and *pretended*[3] to be dead. The bear came near, smelt him and thinking him dead, went away. When the danger was over, the friend on the tree came down and asked. "What did the bear *whisper*[4] in your ears?" He answered that the bear had *warned*[5] him to *beware*[6] of false friends.

Moral : *A friend in need is a friend indeed.*

(۱) روانہ ہونا (۲) قسمت (۳) بہانہ کرنا (۴) چپکے سے کہنا (۵) خبردار کرنا (۶) بچنا ۔

15. An Old Woman and her Son.

Many years ago there was an old woman who was very fond of her only son. She never *rebuked*[1] him even if he did *evil things*[2]. She always *encouraged*[3] him when he brought stolen things from school. He therefore grew up a notorious thief. At last he committed a murder and was sentenced to death. His last wish before death was to see his mother. When they brought her, she tried to *embrace*[4] him. As soon as she did so, he bit off her ear and the old woman began *screaming*[5]. Every one present *cursed*[6] him for his mad act. But they were soon satisfied when they heard the story from the prisoner. He told them that it was she who was the *cause*[7] of his death. Had she been good enough to *discourage*[8] him for stealing petty things from school, he would not have been hanged today.

Moral : *Nip the evil in the bud.*[9]

(۱) سرزنش کرنا (۲) برائیاں (۳) حوصلہ افزائی کرنا (۴) گلے

لگانا (۵) چیخ مارنا (۶) لعنت ملامت کرنا (۷) وجہ (۸) باز رکھنا
(۹) برائی کو شروع سے دبا دینا چاہئیے ۔

16. King Bruce and the Spider.

Robert Bruce, the king of Scotland, was defeated by his enemies and was *hiding*[1] in a *cave*[2]. He was in a very *dejected mood*[3]. He had often tried to drive the English out of his country, but without any success. Just as he was thinking of giving up the attempt, he noticed a spider dropping down with its thread from the *ceiling*[4] of the cave. The king *anxiously*[5] waited to see what the spider would do. The ceiling was far away and he wondered how it would ever manage to get there. The spider tried to reach the ceiling by going up the thread but it failed and fell back. Another attempt was made and again it failed. In all it made nine such attempts without any success. The king now thought that it would give up making any further *trial*[6], when, to his great *surprise*[7], it once more climbed up, and at last succeeded in reaching the roof. Bruce could not but *admire*[8] the *perseverance*[9] shown by the little *insect*[10], and, *imitating*[11] its example, he too, tried once again, and was successful.

Moral : *Try, try again.*

(۱) چھپنا (۲) غار (۳) شکستہ دل (۴) چھت
(۵) فکر مندی سے (۶) کوشش (۷) حیرانی (۸) تعریف کرنا
(۹) ثابت قدمی (۱۰) کیڑا (۱۱) نقل کرنا ۔

17. A Vain Stag

A stag was drinking water at a *pool*[1]. He saw his reflection in its clear water. He was delighted to see his beautiful horns and *admired*[2] them. He saw his thin legs and felt ashamed of them. Just then he saw a *pack of hounds*[3] rushing towards him. He ran as fast as he could to save his life. He therefore left the hounds far behind

But unluckily his beautiful horns were caught in a *bush*[4]. He tried hard to free himself but in vain. The hounds were soon upon him. They seized him and tore him into pieces.

Moral : *All that glitters is not gold, or appearances*[5] *are often deceptive.*[6]

(۱) جوہڑ (۲) تعریف کرنا (۳) شکاری کتوں کا غول (۴)
جھاڑی (۵) ظاہری شکل (۶) دھوکے میں ڈالنے والا ۔

18. A Shepherd Boy and the Wolf.

A *shepherd*[1] boy *tended*[2] his sheep near a village. One day he thought of making fun of the villagers. He climbed up a tree and shouted at the top of his voice, "wolf ! wolf ! wolf !" For some days, the *trick*[3] worked *splendidly*[4]. Whenever the villagers heard his shouts, they would rush to him for help. The boy only laughed at them for their trouble. After some time, they *ceased*[5] to take any notice of his joke. But, alas ! one day a wolf really did come. The boy shouted, "Wolf ! wolf !" None came to his help. The wolf killed him and many of his sheep.

Moral : *You cannot befool all the people all the time.*

(۱) گڈریا (۲) رکھوالی کرنا (۳) شرارت (۴) شاندار
طریقہ سے (۵) چھوڑ دینا ۔

19. Bad Company.

Once a rich man had a son who *fell in bad company.*[1] He *tried his best*[2] to set him right but in vain. One day the father brought a basket of apples. The boy wanted to have them. The father promised to give him all the apples next day. In the mean time, he gave the boy a *rotten*[3] apple and asked him to place it amidst the good ones. The son did so. Next day the father asked him to get the apples. But he found them all rotten in the basket. The father said to him, "Just as a single rotten apple has *spolled*[4] all the good ones, similarly bad company

CS CamScanner

spoils the good boys." The son got the point and gave up the company of bad boys.

Moral : *A black sheep infects the whole flock*[5].

(۱) بری صحبت میں پڑنا (۲) انتہائی کوشش کرنا (۳)
خراب کرنا (۴) گلا سڑا ہوا (۵) ایک گندی مچھلی سارے
تالاب کو خراب کرتی ہے ۔

20. The Ant and the Cricket.

A foolish young *cricket*[1] passed his summer in singing and dancing. When winter *set in*[2], the ground was covered with *snow*[3] and the grass was all dead. The cricket had nothing to eat and therefore he began to *starve*[4]. At last he went to an ant and begged for food. She asked him what he had been doing in summer. He replied that he had spent the summer in singing and dancing. "Then you should go and dance the winter away," said the ant and drove him out of the house.

Moral : *No pains, no gains*

(۱) جھینگر ، ٹڈا (۲) شروع ہونا (۳) برف (۴) بھوکے
مرنا ۔

21. The Faithful Dog.

Outline : A hunter has a dog—goes out leaving his child in the house—a wolf tries to kill the child—dog kills the wolf—the man returns—thinks dog has killed his son—kills the dog—repents.

A hunter had a very faithful dog. One day, he went out for hunting, leaving his child in his house. During his *absence*[1], a wolf entered the baby's room. He was about to kill the child when the dog sprang upon him and killed the *beast*[2] *on the spot*.[3] When the hunter returned in the evening, the dog met him at the door. He saw the dog's *snout*[4] red with blood. He thought the dog had killed the child. He *flew into a rage*,[5] drew his sword and cut the

dog into pieces. On entering the room, he found his child safe and a dead wolf lying by his side. The man *realised*[6] his mistake, he felt very sorry for what he had done, but it was *no use crying over spilt milk.*[7]

Moral : *Look before you leap.*

(۱) غیر حاضری (۲) حیوان (۳) موقع پر (۴) تھوتھنی (۵) آگ بگولا ہو گیا (۶) اچھی طرح سمجھنا (۷) اب پچھتائے کیا ہوت جب چڑیاں چگ گئیں کھیت ۔

22. Angel and the Carter.

As a *country*[1] *labourer*[2] was driving his heavily *laden*[3] cart along a *muddy*[4] road, the wheels stuck so fast that the horse could not draw them out of the *rut*[5]. Upon this the *carter*[6] fell on his knees and prayed to Allah to come and help him. Allah sent an Angel out of a cloud who said, "Do not kneel there you *lazy*[7] man but get up and *clap your shoulder*[8] to the wheel. That is the way for you to *obtain*[9] *assistance.*[10]

Moral: *Allah helps those who help themselves.*

(۱) دیہاتی (۲) مزدور (۳) بھاری بوجھ سے لدا ہوا (۴) کیچڑ والی (۵) گاڑی کے پہیے سے بنی ہوئی نالی (۶) چھکڑے والا (۷) کاہل (۸) جوٹ سے اپنا کندھا دو (۹) حاصل کرنا (۱۰) امداد ۔

Exercises

Stories in outlines

1. An old man and his son drive their donkey to the market. Neither riding—laughed at by people—the son rides—again laughed at—the old man rides—laughed at by women—both ride—laught at again—carry the ass—bridge—the ass falls and is drowned.

CamScanner

Moral : *You cannot please everybody.*

2. A rich man arranges a feast—needs fish badly—a fisherman arrives—gatekeeper refuses admission unless half the profit is paid to him—fisherman agrees—he demands 100 lashes as reward—the gate-man gets fifty and is dismissed. Moral : *Evil begets evil.*
3. A farmer at the point of death—well-being of his sons—his land contains gold—death—land dug— no gold—soil improves—abundant crop. Moral : *No pains, no gains.*
4. A fisherman catches a fish—begs to be let off—too small—promises to be caught again—refused. Moral : *One in hand is better than two in the bush.*
5. Two cats find a piece of bread—each demanding a bigger piece—ask a monkey to divide it equally—monkey uses a balance—bites off from the heavier side—eats both the pieces—cats repent. Moral : *Litigation does not pay.*
6. A man in his tent—night very cold—his camel out-side—asks his master to allow him to put his fore-legs in—the man agrees—puts his whole body in—pushes the man out. Moral : *Nip the evil in the bud.*
7. A man had a goose—laid one golden egg everyday —the man kills to have all at once—loses eggs for ever. Moral : *Haste makes waste.*
8. A camel and a jackal are friends—cross the river to eat melons—after eating melons the jackal starts howlings, saying "It is my habit." Camel beaten by farmers—camel crossing the river with jackal on his back—rolls in the water saying "It is my habit." the jackal is drowned. Moral : *Biter bit.*

CS CamScanner

9. Three men pass through a forest—a bag of gold—agree to divide it equally—one is sent to bring food—poisons the food—the other two plot to murder returns—murdered by his companions—they eat the poisoned food—die. Moral : *As you sow, so shall you reap.*
10. A money-lender brings a case against the debtor in a court. Debtor engages a lawyer who instructs him to pretend madness by saying *baa* to every question—the creditor loses the case—the lawyer demands his fee—the man again pretends madness—loses his fee. Moral—*He who digs a pit for others, himself falls into it.*

II. *Write stories to illustrate the following proverbs :—*

1. Union is strength.
2. Honesty is the best policy.
3. God helps those who help themselves.
4. Man proposes, God disposes.
5. Tit for tat.
6. He who digs a pit for others, himself falls into it.
7. Might is right.
8. A rolling stone gathers no moss.
9. Slow and steady wins the race.
10. A black sheep infects the whole flock.
11. Where there is a will, there is a way.
12. Appearances are often deceptive.
13. No pains, no gains.
14. Virtue brings its own reward.
15. Kindness is always rewarded.
16. Necessity is the mother of invention.
17. Haste makes waste.
18. One cannot please everybody.
19. Nip the evil in the bud.
20. It is no use to cry over spilt milk.

B. Letter-writing

Letters are of two kinds—(1) **personal letters** *i.e.* letters written to *friends* and *relatives*. (2) **formal letters** *i.e.* letters written to officials, business-men etc.

Study carefully the forms of these letters :—

(*a*) A personal letter

(The Heading)
25, Abdali Road,
Multan
March 15, 1962.

(The salutation)
Dear Rashid

____

________________ **(Body of the letter)**

____

(The close)
Yours sincerely,
Tariq.

The envelope is directed thus :

Stamp

Mr. A. Rashid, B. A.,
65, The Mall,
Lahore.

1. **The Heading** informs the reader of the date and place of writing.
2. **The Salutation** is the formal manner of beginning the body of the letter.

CS CamScanner

3. The close is the formal ending of the letter.

(*b*) **A business letter.**

(*The Heading*)
109, Rahim Building,
Nawan Shahr,
Multan.
18th Jan., 1963

(*The Address*)
Messrs. Ferozsons Ltd.
60, The Mall, Lahore.

(*The Salutation*)
Dear Sirs,

———————— (*Body*)

————————

(*The close*)
I am,
Yours faithfully,
Afzal Khan.

Note : The business letter has also *the address* of the firm or the businessman to whom the letter is addressed.

(*i*) **Common salutations and closing of letters to relatives and friends :—**

(*a*) For older relatives

Greetings	Ending :
My dear Father or Mother.	Your affectionate son.
My dear Uncle.	Your loving nephew.

My dear Aunt.	Your affectionate niece
My dear Brother.	Your loving brother.

(*b*) **For younger relatives**

My dear Aslam (younger brother)	Your affectionate brother
My dear Khalida (younger sister)	Your loving sister.
My dear Akram	Your affectionate uncle

(*c*) **Friends**

My dear Akhtar (Intimate friend)	Your very sincere friend
Dear Akhtar (casual friend)	Your sincere friend.
Dear Sir (acquaintances)	Yours faithfully or truly.
My dear Mr. Akhtar (older friend of superior rank)	Yours sincerely.

Note : Students writing friendly letters to their teacher: or professors should always address them as *My dear Mr Akhtar*)

Note : Use *either* Your affectionate son *or* **your affectionately**.

Your loving nephew or **your lovingly**.

Your sincere friend or **your sincerely**.

but you must never mix the two.

Here are a few more closing expressions :—

Sincerely yours.

Cordially yours.

Affectionately yours.
Devotedly yours.
Heartily yours.
Really yours.
Yours as ever.

(*ii*) **Common salutations in formal letters are :—**

Dear Sir My dear Sir, Dear Sirs or gentlemen
Dear Madam My dear Madam, Mesdames.

Common closings in formal letteres are :—

Yours **truly**, yours **faithfully**, yours **obediently**, yours **respectfully**.

(*iii*) **Note the following forms of address :—**

(*a*) To a clergy man :— The Rev. Mr. Smith.

(*b*) To a gentleman : Mr. A. Rashid

(*c*) To a married lady :— Mrs. A. Rashid

(*d*) To an unmarried lady :— Miss A. Rashid.

(*e*) Use *Esq.* after the name of any one possessing a higher status : A. Rashid Esq.

Note : Other titles as, Mr., Ch., Sh., should not be used with Esq.

PERSONAL LETTERS

(*a*) Letters to Relatives

A Specimen

Govt : High School,
Multan
March 3, 1962.

My dear Father,

You will be glad to know that I reached here safely. Our examination is at hand. I am working very hard at my

lessons. I, however, get time for games. This evening, we are playing a football match against a private club.

With love to everybody at home,
Your affectionate son,
Afzal Khan.

Exercises

Write the following letters using the 'bodies' given below :—

1. To father about the progress of your studies.

I am working very hard in these days. I study up to 10 o' clock at night. I get up again at 4. a.m and study for three hours *at a stretch*[1]. I have made up my *deficiency*[2] in English but I must work harder in mathematics. My teachers are *fully satisfied*[3] with my *progress*[4].

Glossary - (۱) لگاتار (۲) کمی (۳) پوری تسلی ہونا (۴) ترقی -

2. To father asking for money and telling him why you need it.

I have spent the money you sent me last month. Now winter is *fast approaching*[1] and I need a *warm suit*[2]. I have to buy a *sweater*[3] too. Some money is also required for purchasing a few help books. The warm suit alone will cost about one hundred rupees. Will you therefore send me at least two hundred rupees for all these things. I *assure* you that I shall be more *economical* next month.

Glossary - (۱) جلدی قریب آنا (۲) گرم سوٹ (۳) جرسی (۴) کفایت شعار (۵) یقین دلانا ۔

3. To father about home affairs.

Received your kind letter today. We are glad to lear that you are happy there and attending to your *business*[1]. We all, however, miss you very much.

All the children are in good health. They are attending school *regularly*[2]. Your youngest son, Kuko is an *exception*[3]. He *seldom*[4] goes to school. He is much *spoiled*[5] in your *absence*[6].

Mother is keeping *indifferent*[7] health. She gets low fever *now and then*[8]. But there is nothing to *worry*[9] about. The doctor says that it is malaria and that she will be all right after taking a few *doses*[10] of quinine. With love from all.

Glossary - شاذ و نادر (۴) استثنا (۳) باقاعدہ (۲) کاروبار (۱)
(۸) خراب (۷) غیر حاضری (۶) بگڑ جانا (۵)
خوراکیں (۱۰) فکر کرنا (۹) کبھی کبھی

4. From father to son admonishing him for neglecting his studies.

I have just received your progress report from your school. It is very *discouraging*[1] indeed. It is a clear *proof*[2] that you are not attending classes regularly. This *neglect*[3] on your part has pained everybody at home. So much so, that your mother has lost her *appetite*[4]. I should therefore *warn*[5] you to *mend your ways*[6] or else I shall be *obliged*[7] to *withdraw*[8] you from school. I hope you will try to make up your deficiency and save us from further *disappointment*[9] and worry.

Glossary - بھوک (۴) غفلت (۳) ثبوت (۲) حوصلہ شکن (۱)
(۸) مجبور ہونا (۷) اصلاح کرنا (۶) تنبیہ کرنا (۵)
نکال لینا (۹) مایوسی -

5. Reply to the above letter.

I am *grieved*[1] to learn that my poor report has pained you all. I wish I could fly to you and beg your *forgiveness*[2]. I confess my fault with shame. I have started work *in right*

earnest[3]. I am now working day and night. Kindly assure mother that I shall soon be *worthy*[4] of her love. I hope you will all forget my past neglect.

Glossary - (۱) افسوس کرنا (۲) معاف (۳) پورے شوق سے (۴) اھل

6. **Requesting father to permit you to change school. Give your reasons for doing so.**

Many thanks for your letter. I am working hard at my lessons but I *doubt*[1] whether I shall be able to make any progress in this school. *As a matter of fact*[2] I am not happy here. No doubt it was once a good school but the things have changed since the transfer of the headmaster. *Discipline*[3] has *slackened*[4]. The boys openly *defy*[5] their teachers. Most of the teachers are *in-exprienced*[6] and cannot control the classes. In these *circumstances*[7] I must leave this school. The local Islamia school is a *popular*[8] *institution*[9]. It has shown *excellent*[10] results during the last several years. I hope you will kindly permit me to join this school.

Glossary - (۱) شک کرنا (۲) درحقیقت (۳) ضبط (۴) ڈھیلا ھونا (۵) خاطر میں نہ لانا (۶) ناتجربہ کار (۷) حالات (۸) مقبول عام (۹) ادارہ (۱۰) بہت ھی اچھے -

7. **To your younger brother giving him a piece of advice.**

I learn from your class teacher that you often *slip*[1] away from school and neglect your studies. *Worse still*[2], you are getting into *bad company*[3]. It is very bad indeed. You must mend your ways before father comes to know of it. I shall not tell father till we get the report about your next examination. Please *give up*[4] bad habits, wor

hard and get a good report. I hope my advice shall not *fall on deaf ears*[5].

Glossary - (۱) جھجک جانا (۲) یہ بری بات ہے (۳) زیادہ بری توجہ نہ کرنا (۵) ترک کرنا (۴) بری صحبت -

8. **To your elder sister about your good results.**

My *quarterly*[1] examination result is out. You will be glad to earn that I have passed in all the subjects. In English and History I get above 60% marks. My arithmetic is *a bit*[2] weak. It is yet three months to the *annual*[3] examination. I, therefore, hope that I shall *secure*[4] the first position in the class if I *continue*[5] working hard as I am doing now.

Glossary - (۱) سہ ماہی (۲) ذرا سا (۳) سالانہ (۴) حاصل کرنا (۵) جاری رکھنا -

9. **To your cousin describing your illness and recovery.**

Thank you for your kind letter *enquiring*[1] about my health. I was in bed for two weeks. The doctors could not *diagnose*[2] the disease for several days. At last, it turned out to be *typhoid*[3] fever. I ran very high temperature for about ten days. By the third week it began to *subside*[4]. The fever has now left me, but I am still too weak to get out of bed. The full *recovery*[5] will take another week.

Glossary - (۱) دریافت کرنا (۲) تشخیص کرنا (۳) تپ محرقہ (۴) اتر جانا (۵) صحت یابی

10. **To your nephew congratulating him on his birthday.**

Let me heartily congratulate you on your 16th birthday. I am sending under a separate cover four handker-

chiefs, one fountain pen and one book of stories as a token of my love. I hope you will like them. Your aunt and I pray for many happy returns of this day.

11. To your uncle thanking him for the presents.

Many thanks for your kind letter and the *valuable*[1] presents on my birthday. Your *choice*[2] of a fountain pen as a present for me is simply *amazing*[3]. This is *exactly*[4] the thing that I needed most. The handkerchiefs are so nice that I like them *immensely*[5]. The book is wonderful. I have read a few stories and found them very interesting.

I once again thank you and my aunt for your good wishes and the precious presents on my birthday.

Glossary - (۱) قیمتی (۲) انتخاب (۳) حیران کن (۴) ٹھیک
(۵) بے انداز

12. To your mother, telling her that you dislike the life of a boarder.

I was very glad to receive your kind letter yesterday. But to tell you the truth, it has made me feel very *home-sick*[1]. Though I left home only a month ago, yet it seems a year. The reason is that I hate being a boarder living in a *dormitory*[9] with twenty other boys. Most of these boys are very *naughty*[8].

They not only play *nasty*[4] jokes on us but keep on *teasing*[5] us till some teacher comes to our *rescue*[6]

Dear mother, I am tired of this life and wish to be back home. Please ask father to put me into a day school again. I should be much happier there.

Glossary - (۱) یاد وطن میں رنجیدہ (۲) بہت آدمیوں کے سونے کا
کمرہ (۳) شریر (۴) گندے (۵) ستانا (۶) خلاصی

13. From a daughter to her mother who is away from home.

I have been very *lonely*[1] ever since you left for Lahore. But otherwise things have been going on *as usual*[2]. The children go to school *regularly*[3].

I get up early in the morning and send them to school in time. The new servant is very *helpful*[4], but he does not know how to *cook*[5]. I have to do all the cooking before or after school.

Please, mother, come back home as soon as you can. It is only a week to my examination and I wish to be free to work hard.

Glossary : (۱) تنہائی سے ملول (۲) حسب معمول (۳) باقاعدگی
(۴) مفید سے (۵) کھانا پکانا

14. From a nephew to his uncle giving news of illness.

Father has been ill for the last three weeks. One day he returned home late at night. The doctor says he must have caught a chill that night. But thank God he is better now and his temperature is almost normal. You need not be anxious but if you can you come, please do, as mother feels worried at times.

How is Gogee ? He must be big enough to go to school now. Does he break as many things as ever ? Please give him my love, and convey to aunt our respects.

(b) Letters to Friends

A Specimen

20, Abdali Road,
Multan.
November 12, 1962.

My dear Hassan,

I am delighted to get a letter from you. You write so seldom that sometimes I think you have forgotten your old friend.

I thank you for your kind invitation to spend a fev days with you on the *I'd*. I very much want to come Mother also says I should go for a change. But father ha been ill for a long time. Mother has been working hard to nurse him throughout his illness. I, therefore, feel I should stay at home to help mother. I hope you will excuse me this time. I. however assure you that on some future occcsion I shall come in person and wish you all a very happy I'd.

With all good wishes,

I am,

Yours very sincerely

Rashid.

Exercises

With the help of the 'bodies' given below, write the following letters to your friends:—

15. To a friend in reply to his inquiry into the choice of a profession that you would like to make when you grow up.

Thank you for your kind *inquiry*[1] as to the *profession*[2] I would like to *adopt*[3]. Every profession has its own *attractions*[4]. Law, for example, attracts a vast number of our youths, because it is a very *lucrative*[5] and independent profession. But law has no charm for me. I cannot act against my *conscience*[6]. Moreover it is already overcrowded. The public service too is filled to overflowing because of large number of candidates.

There now remain two more departments, the Medical and the Engineering. The latter affords a *respectable*[7] position but I am unfit for it as I have no taste for mathematics. Now for the Medical profession, I can say that it is the noblest that man can follow. This is a profession which will bring money and honour at the same time.

So I have made up my mind to become a doctor. I hope this choice on my part will meet with you *views*.[8]

Glossary: (۱) استفسار - (۲) پیشه (۳) اختیار کرنا
(۴) قابل عزت (۵) نفع بخش (۶) ضمیر (۷) کشش
(۸) خیالات -

16. **To your friend inviting him to spend the summer vacation with you at Murree.**

My parents and I have arrived at Murree today. I wish you could join us here as soon as possible. Murree is very cool and *pleasant*[1] in these days. The *scenery*[2] of the hills is very charming. If you come we shall have jolly good time. Our regular walks in the morning and in the evening will surely *improve*[3] our health. Moreover we shall be able to study and do our home-task together.

Please let me know when you are coming. I shall be glad to meet you at Rawalpindi station if you *inform*[4] me about the time of your *arrival*[5].

Good wishes to all at home.

Glossary: (۱) خوشگوار (۲) نظارے (۳) بہتر ہونا
(۴) اطلاع دینا (۵) آمد

17. **To a friend describing a visit to the zoo.**

Many thanks for your kind letter of the 10th *instant*.[1] I am glad to learn that you are all quite well. As for me, I am having a very pleasant time here. A few days ago I *visited* the *zoo*[3] in the company of my uncle. It was very interesting to see the *wild*[4] *beasts*[5] and birds there. We went direct to the *cages*[6] of the lions. A lion was roaming about, *yawning*[7] and roaring. The lioness lay quiet in a corner. Next to the cages of the lions were the cages of bears, tigers and wolves They all looked very *furious*[8] Afterwards we saw

sparrows, parrots and other birds of different colours. We had a jolly good time there.

Glossary: (۱) ساہ حال (۲) سیر کے لئے جانا (۳) چڑیا گھر
(۴) جنگلی (۵) حیوان (۶) پنجرے (۷) جمائی لینا
(۸) غضبناک

18. Requesting a friend for the loan of his bicycle :

I have to see my *ailing*[1] father in the hospital. I shall be *grateful*[2] if you kindly *lend*[3] your cycle for about an hour. My own cycle is *out of order*[4] and tonga is not *available*[5]. I hope to be back soon before you leave for school.

Thanks.

Glossary: (۱) علیل (۲) ممنون (۳) عاریتاً دینا (۴) خراب
(۵) میسر ۔

19. Congratulating a friend on his success in the examination.

I am glad to learn that you have passed your examination in the first disivion. I *congratulate*[1] you most heartily on your *brilliant*[2] *success*[3]. You have indeed *justified* our hopes. We are all proud of you.

Glossary: (۱) مبارکباد دینا (۲) شاندار (۳) کامیابی
(۴) صحیح ثابت کرنا

20. Condoling with a friend on the death of his mother.

I am *deeply grieved*[1] to learn the sad news of the *sudden*[2] death of your mother. You have my sincere and *heart-felt sympathy*[3] in your sorrow. Her death must be of *terrible grief*[4] to your father and the rest of the family. Please assure them all of my sincere sympathy.

CS CamScanner

May the Almighty grant *eternal*[6] peace to the soul of the *deceased*[7] and give you strength to *bear*[8] the *irreparable*[9] *loss*[10].

Glossary : (۱) افسوس ہونا سخت (۲) اچانک
(۳) دلی ہمدردی (۴) شدید غم (۵) یقین دلانا
(۶) متوفی - مرحوم (۷) ابدی- ہمیشہ کے لئے
(۸) برداشت کرنا (۹) ناقابل تلافی (۱۰) نقصان

21. Apologising to a friend for not keeping an appointment.

I know you must be *upset*[1] because I did not turn up to the tea party yesterday. I assure you that it was due to circumstances over which I had no control. I was just on the point of leaving when my foot *slipped*[2] on the *staircase*[3]. I fell on the ground and *sprained*[4] my *ankle*[5]. I am sorry I could not let you know immediately. So I am afraid you were disappointed and surprised when I *let you down*[6].

I write now to apologize and hope that you will forgive me. I need hardly say that I was *looking forward*[7] to your party and was very disappointed to miss it.

Glossary: (۱) پریشان ہونا (۲) پھسلنا (۳) سیڑھیاں
(۴) موچ آنا (۵) ٹخنہ (۶) ساتھ نہ دینا
(۷) خوشی سے انتظار کرنا

22. Inviting a friend to a marriage.

I have already sent you a *formal invitation*[1] to my brother's wedding, but I feel that only my *personal*[2] request will *induce*[3] you to come. I *need hardly say*[4] that my happiness would be greatly increased by your *presence*[5].

All at home desire that you should come a day or two earlier. Kindly *intimate*[6] the time and date of your arrival so that I may receive you at the railway station.

Glossary - (۱) رسمی دعوت نامہ (۲) ذاتی (۳) ترغیب دینا
(۴) کہنے کی ضرورت نہیں (۵) موجودگی
(۶) اطلاع دینا

23. Inviting a friend to tea.

16 The Mall,

Lahore,

29th June, 1962.

My dear Mr. Aslam,

We are asking a few friends to tea on Sunday and should be glad to include you among the number. We expect Afzal and Ajmal, old friends of yours.

I am,
Yours very sincerely,
Zafar Khan.

24. Accepting the invitation.

I shall be glad to be with you at tea on Sunday and meet Afzal and Ajmal.

Thanking you for your kind invitation, etc.

25. Declining an invitation.

I have to thank you for your kind invitation on Sunday, but greatly regret that a previous engagement will prevent my being with you.

CamScanner

FORMAL LETTERS

I—Applications

(1) To

The Headmaster,

M.B. High School,

Lyallpur.

Sir,

My father has written to say that my mother is seriously ill. I shall be grateful if you will kindly grant me four days' leave of absence from school to go home.

Yours obediently

Akhtar Ali,

9th Class-Section A.

Dated : 15th March, 1962.

---

(2) To

The Headmistress

Govt: Girls High School,

Multan.

Madam,

As I am laid up with fever and bad cold, I am unable to attend school. The doctor has advised two days' complete rest. I request you to be kind enough to grant me leave of absence from school for 9th and 10th of this month.

Your most obedient pupil,

Shah Naz

Student 10th, Class

20th April, 1962.

(3) Applying for a post :—

60-The Mall,
Lahore.
January 20, 1963.

To

The Deputy Commissioner,
Rawalpindi.

Sir,

I beg to apply for the post of a clerk, *recently*[1] fallen *vacant*[2] in your office.

I am twenty years of age. I was educated at the Central Model School from 1956 to 1961. I passed the Secondary School examination in the first Division from this institution. Since leaving the school I have taken a course in typewriting and shorthand and can type 60 words and write in shorthand at 100 words a minute. I may also state that I played games regularly while at school and possess *sound health*[3] and a good *physique*[4].

I enclose copies of *testimonials*[5] as to my character and *attainment*[6]. Should you *select*[7] me, I shall do my best to give you every *satisfaction*[8].

I beg to remain,
Sir,
Your most obedient servant,
Ahmad Ali

Glossary : (۱) تھوڑے دنوں سے (۲) خالی (۳) تندرستی (۴) جسمانی ساخت (۵) سندات (۶) قابلیت (۷) انتخاب کرنا (۸) تسلی ۔

(4) **Ordering goods :—**

Islamia High School,
Gojra.
20th March, 1962.

The Manager,
Ferozons Ltd.
60, The Mall, Lahore.

Dear Sir,

I shall feel obliged if you send me the following books per passenger train and the R.R. by V.P.P. at your earliest convenience :—

1. Scientific Grammar and Composition — One copy.
2. High School Arithmetic — Two copies
3. Four bottles of blue-black ink ($\frac{1}{2}$-lbs.)
4. Six dozen steel nibs of all kinds.

Yours faithfully,
A.D. Akhtar.

II. POLITE LETTERS OF COMPLAINT, REPORT OR REQUEST TO OFFICERS ;

(5) A complaint against the irregular delivery of your letters :

109 Rahim Building.
Multan.
10th October, 1961

The Postmaster,
Multan.

Sir,

I am sorry to bring to your kind notice that my letters are not delivered properly and regularly. The postman

seems to be very careless. He is never in time. Sometimes he hands over the letters to the playing children outside or throws them carelessly in the compound of the house. Many letters are, therefore, either torn away or lost by children. My repeated requests have no effect upon him.

I shall feel much obliged if you kindly look into the matter personally and take the necessary action.

Yours faithfully.
Firoz Khan

Exercises

Write the following applications and letters using the bodies given below.

(6) Application for exemption from school fees

Most respectfully I beg to state that I come of poor parents and cannot pay my tuition fee. *Worse still*[1], my father has been out of *employment*[2] for the last six months and there is no other *earning*[3] member of the family. As for my studies, I have always shown good results in the *house examinations*[4]. I therefore *deserve*[5] this *concession*[6] *both* on the score of *poverty*[7] and *efficiency*[8] in studies.

Glossary : (۱) اس سے بھی بد تر بات یہ ہے (۲) نوکری (۳)
کمانے والا (۴) سکول کا امتحان (۵) مستحق ہونا
(۶) رعایت (۷) غریبی (۸) قابلیت ۔

(7) Application for remission of fine

I beg to state that I have been fined Rs. 5 for breaking a desk in my class-room. I assure you, sir, that I did not break it *intentionally*[1]. We were just playing about the desk when I happened to fall on it. As it was an old and *rotten*[2] desk, it *gave way*[3] under my *weight*[4]. I am however, ashamed of what I have done. I hope you will be kind enough to *remit*[5] the fine.

Glossary : (۱) جان بوجھ کر (۲) بوسیدہ (۳) ٹوٹ گیا
(۴) وزن (۵) معاف کرنا ۔

(8) **Leave to attend a marriage party.**

Most respectfully I beg to state that I have to attend the marriage ceremony of my brother. The ceremony takes place on the 10th of this month. The marriage party will leave for Lahore on the 11th. It is therefore requested that I may be granted leave of absence from school at least for four days *i.e* from 10th to 14th.

(9) **To headmaster leave for an urgent piece of work.**

My mother is seriously ill. Father is away on tour. There is no other member of the family to attend on her. My presence at home is therefore very necessary. Kindly excuse my absence from school for two days *i.e* 5th and 6th of this month.

(10) **To headmaster for grant of school leaving certificate.**

My father is under transfer orders to Multan. The family will move on the 10th of this month. I cannot stay here alone. I therefore request you kindly to issue the School Leaving Certificate to enable me to get admission to some school at Multan.

(11) **To headmaster for help out of the Red Cross Fund.**

I am a student of the 9th class (section A). I enjoyed full fee concession last year. This year I have not been able to get this concession due to hard competition. But as I am too poor to pay my fees, I request you kindly to grant me Rs. 4-p.m out of the Red Cross Fund of the school.

(12) **Asking your land-lord for repair of the house in which you are residing.**

I should be grateful if you kindly *look to*[1] the *repairs*[2] of your house No. 5 *occupied*[3] by me. I may here *detail*[4]

the *defects*[5] in the house which need to be looked into. The walls are badly in need of a *whitewash*[6]. The roof is *leaking*[7] in some places. Some of the ventilators are broken. The floor is in a bad condition, being *cracked*[8] in several places. The *sink*[9] in the kitchen is out of order. I hope you will oblige me by treating the matter *most urgent*[10].

Glossary : سکونت رکھنا (۳) مرمت (۲) توجہ دینا (۱)
ٹپکنا (۷) سفیدی (۶) نقائص (۵) تفصیل دینا (۴)
نہایت تاکیدی (۱۰) غلاظت کا گڑھا (۹) شگاف پڑنا (۸)

14. A Complaint to the Chairman of a municipal committee :—

It is my most painful duty to bring to your kind notice the *insanitary*[1] condition of our locality. Heaps of *refuse*[2] and *rubbish*[3] are allowed to lie for many days. These are only removed when they begin to give out a very bad smell. The *drains*[4] are also not properly cleaned. Due to the *over-flowing*[5] of these drains, *pools*[6] of *stagnant*[7] water are seen here and there in the streets. The pools serve as good *breeding*[8] places for mosquitoes. The roads are dusty and the streets are dark and dirty. This locality, therefore, has become the *haunt*[9] of various *epidemics*.[10] I hope you will kindly look into the matter personally and direct the sanitary staff to do their duty honestly and regularly.

Glossary : (۴) کوڑا کرکٹ (۳) فضلہ (۲) مضر صحت (۱)
ساکن گندا پانی (۷) جوہڑ (۶) چھلکنا (۵) بدرو
۔ وبا (۱۰) اڈا (۹) پرورش کرنا (۸)

15. A report to the Police station about a dacoity in your locality :—

I beg to report that a very *daring*[1] *dacoity*[2] took place here last night at about 3 a.m. There were five dacoits who were *fully armed*[3] with pistols and guns. They *raided*[4] the house of Mr. Arshad, a *leading*[5] business man of this locality.

He gave the *alarm*[6] by firing in the air to frighten them away But before the people reached the spot, the dacoits had made good their *escape*[7]. Fortunately there has been no loss of life and property. The matter is reported for *investigation*[8].

Glossary : (۱) دلیرانہ (۲) ڈاکہ (۳) ہتھیاروں سے لیس (۴) دھاوا کرنا (۵) ہمت اڑا (۶) خطرے کا بگل (۷) فرار (۸) تفتیش

16. **Requesting the D.C. to grant a licence for a revolver.**

I request you to grant me a licence for a *revolver*[1] for *protection*[2]. The *occasional*[3] raids by dacoits make it necessary for us to *defend*[4] ourselves in times of danger before the police come to our *rescue*[5]. As a man of social standing and proved *loyalty*[6] to the Government. I can be *depended*[7] upon to use the fire-arm only in defence.

I hope that you will be pleased to consider my request *sympathetically*[8].

Glossary : (۱) پستول (۲) بچاؤ (۳) کبھی کبھی (۴) حملہ روکنا (۵) خلاصی (۶) وفاداری (۷) بھروسہ کرنا (۸) ہمدردی سے -

17. **A letter of Recommendation**

Allow me to *introduce*[1] Mr. Afzal, the headmaster of M.B. High School 135/10R. He is both a *customer*[2] of our firm and a personal friend. Please assist him in the choice of books he intends to purchase from our show-room.

18. **A Testimonial.**

Mr. Khalid has been a student in this school for five years. He has just been successful in the Secondary School Examination, worthily taking a place in the first division His strong subjects are English and Mathematics.

He is quiet and *reserved*[3]. He impresses me with a sense of *latent*[4] power which is likely to prove valuable

when a *career*[5] opens for him. He has been taking a keen interest in games. As captain of the foot-ball team for two years he has been a *striking*[6] success.

Glossary : (۱) تعارف کرانا (۲) گاہک (۳) خاموش طبع (۴) پوشیدہ (۵) پیشہ - ذریعہ معاش (۶) مؤثر۔ نمایاں۔

Exercise

I. Write the following letters :—

1. To the officer in charge of the nearest police station informing him of a theft in your house with full particulars of the things stolen.
2. A letter to your headmaster requesting him to send you a character certificate.
3. To the Electric Supply Company of your town requesting them to install a new metter in your house.
4. A letter to the Traffic Manager. P. W. R. telling him that you have lost a suit case while travelling from Multan to Lahore by Tezgam. Give full particulars.
5. A letter to your landlord giving him notice of your intention of leaving the house.
6. To the President of the local municipality complaining of the unsatisfactory condition of the drains near your house.
7. To a publisher ordering copies of a newly published book of which you have seen an advertisement in a newspaper.
8. A letter to an employer for a post.
9. Write the following formal notes :—

   (*a*) An invitation to tea.

   (*b*) An invitation to a wedding.

   (*c*) An invitation to a dinner.

II. Social correspondence—write letters :—

1. To a sick friend. (2) Inviting a friend to spend the week-end at your house. (3) To a school-fellow who has gone abroad. (4) To your teacher explaining the reason of your absence from school. (5) To your uncle thanking him for a gift. (6) To your grand-father on his sixtieth birthday. (7) To your aunt accepting an invitation to spend a fortnight with her. (8) To your friend describing a foot-ball match. (9) To a friend who has failed in the examination. (10) To your younger brother. scolding him for neglecting his studies.

III. Business correspondence.—write letters :—

1. To a grocer ordering goods. (2) To a book-seller ordering a book. (3) To a foot-ball club, challenging them to a match.

C. Telegrams, Advertisements and diary entries

(i) *Telegrams*

It is essential, for reasons of economy, to use as few words as possible in a telegram. It should, however, be remembered that the telegram should convey the correct message as clearly as possible. Here are a few illustrations :—.

	Actual matter	Telegraphic form
1.	Mr. Muhammad Aslam Khan.	..........Aslam
2.	My father is reaching Lahore on Saturday by Khyber Mail. Please receive him at the station.	....Father reaching Khyber Mail receive
3.	I am sending to you my hearty congratulations on your brilliant success in the B.A. Examination.	..Hearty congratulations

Specimens

(*i*)

Name—Iqbal
Address—Abdali Road, Multan.

Father ill come soon

Nasir

(*ii*)

Rehanuddin
50 Mall.
Lahore.

Congratulations on Aslam's success

Akhtar.

(D) Advertisements

Here too economy is the main consideration. These should be written in as few words as possible because newspapers charge by the line or space for their insertion.

Examples :

1. *Wanted*:—A lady doctor for Mills Hospital. Qualification. M.B.,B.S, with at least 5 years' experience Salary : according to experience. Accommodation : free and furnished. Apply to the Manager, Burewala Textile Mills before the 5th october, 1963.

2. *Lost* :—Import Licence No. 232486 of Nishat Medical Stores lost between Rly. Station and Landa Bazar —Finder please return. Public are warned against misuse.

3. *To Let* :—Flat in Gulberg Market. Three rooms, flush, bathroom, Kitchen. Rent Rs. 225. Phone 4501

4. *For Sale* :—Opel, 1950, good working condition, Rs. 2000 only. Ring 2970 office hours.

CamScanner

(E) Diary Entries

(a) *By a student* :—

5th Jan : Reached school late. The teacher gave me a bad mark for untidiness but of course did not say a word to his favourite, Ajmal.

6th Jan : Got *A* for History and *B* for Geography. Met my old friend Abdul on the way. He asked me to come to his party in the evening.

(b) *By a teacher* :—

5th Jan : Inspector visited the school. He found my classes below the mark. Headmaster came to my rescue. Remarks satisfactory ;

6th Jan : Gave corporal punishment to a student. The matter reported to the police. The headmaster intervened and controlled the situation : Pledged not to resort to this sort of punishment again.

(c) *By a Businessman.*

6th Jan : Business dull. Very few customers. Trying to shift to some other locality.

7th Jan : The new locality is quite good. The customers are not only numerous but also very polite. All cash payment.

(d) *By a Tourist* :—

20th June : Murree is a cool and charming place. Had a morning walk upto Kashmir Point. The scenery on the way was simply beautiful. Visited the Govt. House situated about two furlongs from the Water Tanks.

21st June : Visited Nathiagali about 23 miles away from Murree. Stayed at the Pine Hotel.

Board and lodging arrangements were good. It is a lovely place much higher and cooler than Murree.

Exercises

I. Write the following telegrams.

1. To a friend congratulating him on the birth of a son.
2. To your cousin on the occasion of his marriage conveying congratulations and best wishes for future happiness.
3. To your brother to return home immediately as father is dangerously ill.
4. To a friend condoling with him on the death of his wife.
5. To your father telling him to expect you here the next day as the school has been closed for summer vacation.

II. You wish to sell your car. Draw up an advertisement.

1. Draw up an advertisement for tuition work.
2. Compose a wanted advertisement for the services of an English teacher.
3. Draft an advertisement to announce loss of your purse containing Rs. 1000- in currency notes. Offer a reward to the finder.
4. Advertise a School drama.

III. Answer the following advertisements :

1. *Wanted* a graduate to coach a studeht for Secondary School Examination. Pay Rs./- 100 with food and lodging. Box—16795 *Pakistan Times*.

CamScanner

2. *Wanted* an office assistant who can write a plain rapid business hand. Give age, experience, references and salary expected. Apply to the Manager, Ferozsons Ltd. 60, The Mall, Lahore.
3. *Wanted* lady clerk for chemist shop in Gulberg. Apply Naseem Medical Stores. 12+E Gulberg Market, Lahore.
4. *For Sale* : Excellent condition car; 1961 Opel Record four door, registered November. No broker. Coutact direct - Mr. Khan care telephone 16820.
5. *Wanted* an accurate and experienced Typist. Pay according to qualifications up to Rs 150/- p.m. Apply with copies of the certificates and testimonials to Box No. 866. c/o. The Pakistan Times, Lahore.

F. Dialogue-writing

A dialogue means a talk between two persons. This exercise enables the students to gain a command of spoken English. In spoken English, abbreviations such as, wont't. can't, I'm, it's are often used. In conversation, the following exclamations are also commonly used :

(*i*) Surprise—Good Heavens! well! Really!
(*ii*) Irrigation—Confound it! O dear
(*Iii*) Pleasure—How nice! Splendid! Well done! Excellent !

Specimens

1. Two friends who meet by chance.

Nasir—Good morning, Hamid. What are you doing here ?

Hamid—How do you do ? I was *sketching*.

N—Were you ? May I see it ?

H—Well, there is nothing in the least intere sting.

N—Isn't there ? But let me see, will you ?

H—Do you like my drawing ? I am not so *well up* in sketching.

N—O, I like it very much. It is a wonderful piece of drawing that I have ever seen. Would you mind teaching me this subject ?

H—Certainly, I'll be glad to do it if you could visit me *exactly*[3] at seven in the morning.

N—O, yes, thank you very much. I shall be with you at 6.45 tomorrow. *Good bye*[4] !

H—Good bye ! I am so glad you have *accepted*[5] the time *convenient*[6] to me.

Glossary : (۱) قدرتی مناظر کے نقشے کھینچنا (۲) قابل (۳) ٹھیک (۴) الوداع (۵) مان لینا (۶) موزوں -

2. **The Doctor and his patient.**

Patient—Well, doctor, I have travelled a long distance to *consult*[1] you. Would you please *diagnose*[2] my disease ?

Doctor—And what may be the matter with you? You are looking much pulled down.

P. I am very ill. I often suffer from headache. Sometimes I feel my *heart sinking*[3].

D. Let me feel your *pulse*[4] and see your tongue. I find nothing wrong with you. Only your tongue is a bit dirty.

P. Why, I often suffer from *insomnia*[5]. My eye-sight is also beginning to fail.

D. I see—Then you must have some bad habits. You seem to lead a *sedentary*[6] life. Is it a fact ?

No sir, I have no bad habits except smoking. My life is quite easy and comfortable—I seldom take exercise. My diet is quite rich consisting of meat, eggs and fats.

D. There you are—smoking is very dangerous. It is the cause of your *indigestion*[7] which your dirty tongue indicates—Rich food will do you no good unless you take exercise regularly.

P. You suggest no medicine then ?

D. Well, that I'll do. Here is a *prescription*. Take this three times a day after meals and, have light diet without *spices*[9] and *chillies*[10]. Give up smoking—Take a light exercise in the open and all your troubles will be over.

Glossary : دل ڈوبنا (۳) تشخیص کرنا (۲) مشورہ لینا (۱)
بد ہضمی (۷) کاہل (۶) بے خوابی (۵) قبض (۴)
مرچیں (۱۰) گرم مصالحہ (۹) نسخہ (۸)

3. A Teacher and a student.

Student—Good morning, sir.

Teacher—Good morning, Rashid. What brings you here. Are you doing well in the examination ?

S—I have done well so far. Tomorrow is the English paper. I need your help in this subject.

T—Yes, what is that ?

S—I wish if you could make a *guess*[1] for this paper.

T—How can I do that ? The examiner may ask whatever he pleases. I am no *prophet*[2] to read his mind

S—You are right, sir. But you can mark for me some of the more *important*[3] *passages*[4] that are likely to be set.

T—But we have already gone through everything in the class.

S—But it is not possible to revise the whole book in one day, sir.

T—You had two years at your disposal to study this book.

S—I failed to do this. Games and other *activities*[5] took a lot of my time.

T—I *regret*[6], I can't do much for you at this time. I can, however, give you a very good advice. I hope you won't *disregard*[7] it.

S—I shall be only too glad to follow it, sir.

T—Well, I want to tell you that you should put your books away and have a sound sleep tonight. To-morrow you will feel fit both *mentally*[8] and *physically*[9]. And I hope you will do full justice to the paper.

S—Thank you very much for the good advice, sir.

T—And good luck to you in the examination.

Glossary - (۱) قیاس (۲) پیغمبر (۳) ضروری (۴) پیراگراف
(۵) سرگرمیاں (۶) افسوس کرنا (۷) پروا نہ کرنا
(۸) ذہنی طور پر (۹) جسمانی طور پر -

4. A Countryman and a Townsman.

Akram—Good morning, Mr. Rabnawaz. Where have you been so long? It is after months that I see you in town.

Rabnawaz—Good morning, very glad to see you, Mr. Akram. How do you do ?

A—Quite well, thank you. Where are you *putting*[1] up ? How long will you stay here ?

R. I am staying in a hotel. I hope to get back home this evening.

A. I should be *grateful*[2] if you *dine*[3] with me tonight.

R. Thank you very much. But I must leave for home today.

A. Running away so soon ? Why not to enjoy the town life for a few days ?

R. I don't find much enjoyment in the smoky air of a town.

A. I *admit*[4] that you have the *advantages*[5] of pure air in the country but I hate its quiet and dull life.

R. *May be*[6]. But to me your town is so ugly—nothing to see but ugly houses, *dreary*[8] streets and a dull smoky. I have the beauty of the green field sand shady woods of the country.

A. But the life in your village must be very dull without theatres and cinemas.

R. Not so stupid and dull as you *imagine*[9]. I have my garden and my green fields which are a great *source*[10] of pleasure to me.

A. Well, everyman has his own taste ; but to me yours is a very dull life.

R—Dull or not, it is much healthier. Our quiet habit give us longer lives.

Glossary - کھانا کھانا (۳) شکر گزار ہونا (۲) قیام کرنا (۱)
ہو سکتا ہے (۶) برتری (۵) تسلیم کرنا (۴)
تصور کرنا (۹) بے کیف - افسردہ (۸) بد صورت (۷)
- ذریعہ (۱۰)

5. **A bookish student and an athlectic student.**

Tariq—Hallo, Khalid! Studying so late ? Come out, man. Let us have a game of tennis.

Khalid—I am sorry I can't do that. The examination is *at hand*[1] and I want every minute for study.

T.—Oh! hang all examinations. What is their use after all.

K. Well, you can't get a degree if you don't pass the examination.

T. What is the use of the degree which gets you only a job of a clerk with a *salary*[2] of Rs. 50 p.m. Already there are hundreds of fellows who have got their degrees but are still *job-less*[3].

K. That may be so ; but I am studying only to *storne*[4] my mind with knowledge and *develop*[5] my *intellectual faculties.*[6]

T. You are doing it at the expense of your health— This is very bad indeed. I am however developing my physical powers with games and athletics.

K. I consider the mind far more important than the body.

T. Oh! I see! You mean to say that a man who plays games cannot have any brains ?

K. I did not say that. I only mean that a *wrestler*[7] is not expected to become a philosopher or a *scientist*[8].

T. I agree that the physical exercise should not *interfere*[9] with our mental *culture*[10]. But you will also admit that too much study spoils our health. So let us have a game of tennis and then we shall settle down to a few hour's study.

K—Thank you for your wise *decision*. I shall be with you in a few minutes.

Glossary - (۱) قریب (۲) تنخواہ (۳) بیکار (۴) بھرنا (۵) پختہ کرنا (۶) ذہنی قوتیں (۷) پہلوان (۸) ذہنی تربیت (۹) مداخلت کرنا (۱۰) سائنس دان -

6. A Shopkeeper and a customer.

Customer—I need a new pen. Please show me some.

Merchant—*With pleasure*[1], sir. Kindly step this way and have a chair. Shall I show you *ordinary*[2] pens or fountain pens ?

Customer—A fountain, of course.

Merchant—Here they are—You have all the *varieties*[3] of American pens. Please *select*[4] any one of them. They are all *moderately priced*[5].

Customer—They are pretty indeed. But I need Parker 51. Is it *available*[6] ?

Merchant—It is ; but it is very *expensive*[7].

Customer—How much is that ?

Merchant—Ninety rupees to you, sir.

Customer—Does not matter—I'll have it. It writes better and *lasts*[8] longer.

Merchant—Very well, sir. Will this one do ?

Customer—I suppose it would. Here is the price, thank you. Good bye !

Glossary . (۱) بڑی خوشی سے (۲) معمولی (۳) قسمیں (۴) انتخاب کرنا (۵) واجبی قیمت (۶) میسر آنا (۷) قیمتی (۸) چلنا -

Exercises

Write the following dialogues :—

1. Two educationists talking about the present system of education.
2. Two industrialists talking about the industries of Pakistan.
3. Two cricketers talking about a circket match.
4. A tailor and a customer.
5. A cyclist and a motorist who have collided.
6. Two students on life in a hostel.
7. Two passengers at a railway station.
8. A book-seller and a customer.
9. Two students on their favourite film.
10. A town boy and a village boy.
11. A Travelling Ticket Examiner and a passenger without a ticket.
12. A soldier and a shopkeeper discussing the merits of their respective occupations.

CHAPTER VII

PARAGRAPH AND ESSAY-WRITING

(A) Paragraph Writing

A paragraph is a number of sentences grouped together and relating to *one* topic. They may be short or long according to the necesity of the case.

The essentials of a good paragraph are :—

(*i*) *Unity* i.e. it must deal with one topic only.

(*ii*) *Order* i.e. Events must be related in the order of their occurrence.

SPECIMENS

(*a*) *Giving directions or instructions.*

1. Telling some one how to reach a hospital.

If you go straight along the road, you will come to a *canal*[1]. After *crossing*[2] the bridge over this canal please turn to your left. When you have covered a distance of about a furlong, you will find a *crossing*[3]. Here, the road going to your right is the Nishtar Hospital road. Take this road and walk on about two furlongs. You will now be in front of a building meant for *out-door*[4] *patients*[5]. On its right is the *main*[6] building of the hospital.

Glossary - (۱) نہر (۲) عبور کرنا (۳) چوراھا (۴) بیرونی (۵) مریض - (۶) اصلی -

2. Instruction by a mother to her daughter.

Dear daughter I am *obliged*[1] to be away for a few days. You know your brother is ill He needs a lot of care and *narsing*[2].

I am leaving him under your care. Please get the *medicines*[3] from the doctor in time. Give the *doses*[4] *punctually*[5]. As regards his *diet*[6], you should see that he takes milk only and nothing else. Any solid food will do him a great *harm*[7]. You can, however, try *quacker oats*[8] if he *insists*[9] on taking solid food. He should remain in bed. You can of course allow a few playmates to be with him if he so *desires*[10]. I hope you will do everything for his *comfort*[11] in my *absence*[12].

Glossary - خوراک (۴) دوائی (۳) تیارداری (۲) مجبور ہونا (۱)
(۹) انگریزی جو (۸) نقصان (۷) غذا (۶) بروقت (۵)
(۱۲) آرام (۱۱) خواہش کرنا (۱۰) بضد ہونا
غیر حاضری -

3. Instructions for a servant in your absence.

I am leaving *on tour*[1] today. I shall be away for a week. During this *period*,[2] you have *to look after*[3] the house, keep a *strict*[4] *watch*[5] at night. *Lock*[6] all the rooms and sleep in the verandah. If you cannot remain awake throught the night, you can *let loose*[7] my dog and sleep for a few hours. In case some guest turns up, put him up in the outer room. No *stranger*[8] should be admitted. Plants in the garden should receive your special care. You will see that the mali does not *neglect*[9] his work. He must work in the garden for at least three hours every day.

Glossary - کڑی (۴) نگرانی کرنا (۳) عرصہ (۲) دورے پر (۱)
اجنبی (۸) چھوڑ دینا (۷) قفل لگانا (۶) نگرانی (۵)
غفلت کرنا (۹)

(*b*) *specific situations* (خصوصی صورت حال)

4. Boarding a wrong bus.

If I find that I have *boarded*[1] a wrong bus, I shall ask the *conductor*[2] to stop the bus. If he does not stop the bus I shall ask him to return the *balance*[3] of the *fare*[4] and drop

me at the next stop. I shall. then wait at the next stop till the bus arrives.

Glossary : (۱) سوار ہونا (۲) کنڈکٹر (۳) بقایا (۴) کرایہ -

5. Seeing a man lying by the road-side.

I shall *approach*[1] him *cautiously*[2] and sit down by his side. Then I shall examine him carefully to see whether he is mad, injured or ill. If he is injured, I shall try to *render*[3] him first-aid. If he is *seriously*[4] ill or mad, I shall run to the nearest hospital and inform the doctors. If some *transport*[5] is *available*[6]. I shall carry him with me to the hospital. After getting him admitted. I shall look to his *immediate needs*[7]. Finally, I shall inform his *guardians*[8] to look after him.

Glossary : (۱) قریب جانا (۲) احتیاط سے (۳) دینا (۴) خطرناک طور پر (۵) گاڑی (۶) میسر ہونا (۷) فوری ضروریات (۸) سر پرست -

6. Encountering[1] a snake.

Seeing a snake, I shall try to kill it. This, of course can only be done if I do not lose my *presence of mind*[2]. If I begin to cry in *terror*[3], the snake is sure to *escape*[4]. So *quietly*[5], I shall look out for a stick. If it is available, its killing would be easier. If it is not, I shall try bricks and stones. All the time, I shall remain at a safe distance. When the snake is killed, I shall *bury*[6] it so that its *poison*[7] may not do harm to other people.

Glossary :(۱) آمنے سامنے آنا (۲) حواس کا بجا رکھنا (۳) خوف (۴) بچ نکلنا (۵) خاموشی سے (۶) دفن کرنا (۷) زہر -

(c) *Miscellaneous paragraphs.*

7. A Motor Rickshaw.

A rickshaw is a fast three-wheeled *carriage*[1]. Its machinery is just like that of a motor cycle with a small car *attached*[2]

to it. The car has *cushioned*[3] seats for passengers. The car is covered with *water-proof*[4] cloth which *protects*[5] the passengers from the sun and the rain. It is a very comfortable carriage. We often see it running on the roads of big cities of Pakistan. Being faster and cheaper, it is now *replacing*[6] the tonga everywhere.

Glossary : (۱) گاڑی (۲) نتھی ہونا (۳) گدے دار (۴) جس پر پانی اثر نہ کرے (۵) حفاظت کرنا (۶) جگہ لینا ۔

8. **The Rose.**

The rose is called the queen of flowers. I has not only a pretty look but also a sweet *fragrance*[1]. Its *thorny*[2] plant is about three feet high and grows in all the countries of the world. *Persian*[3] rose, however, is considered the best. Roses are of many colours and *varieties*[4]. The red colour is most common. These flowers are generally used for making *garlands*[5] and *bouquets*[6] (book's ez). Rose-water, *otto*[7], and *gulkand*[8] are also prepared from them. These articles are used and medicines for *patients*[9].

Glossary : (۱) خوشبو (۲) کانٹے دار (۳) ایرانی (۴) اقسام (۵) ہار (۶) گلدستہ (۷) عطر (۸) گلقند (۹) مریض ۔

9. **The Elephant.**

The elephant is the largest animal in the world. It has a *huge*[1] *clumsy*[2] body with two *fan-like*[3] ears. It has a pair of small eyes and long *trunk*[4]. Its *rusks*[5] are very valuable. The elephants are killed to obtain ivory from these tusks They are also caught *alive*[6] to be *tamed*[7] and trained. Catching elephants is of course very difficult and dangerous The *wild*[8] elephants are driven into an *enclosure*[9]. Then tame elephant with their drivers go among them and lead their free brothers into *captivity*[10]. When trained, they are

used on state occasions in *processions*[11]. They were also used in battles in olden days.

Glossary : (۱) بہت بڑا (۲) بے ڈھنگا (۳) پنکھے کی مانند (۴) رام کرنا۔سیدھانا (۵) سونڈ (۶) ہاتھی دانت (۷) زندہ (۸) وحشی (۹) جنگل۔ احاطہ (۱۰) قید (۱۱) جلوس ۔

10. Milk.

Milk is a *perfect*[1] food for the young and for the old. It is white in colour and is *denser*[2] than water. The best milk is obtained from cows and buffaloes. As it contains all the necessary *vitamins*[3], it is very useful for the children and patients. It has some defects also. For instance it contains germs of certain diseases. The milk of a goat contains the germs of yellow fever and that of the cow, the germs of *tuberculosis*[4]. Its chief *products*[5] are *curd*[6], *butter*[7], ghee, *cream*[8] and *cheese*[9]. These are all very sweet and *delicious*[10] things to eat.

Glossary : (۱) مکمل (۲) زیادہ گاڑھا (۳) حیاتین (۴) تپ دق (۵) پیداوار (۶) دہی (۷) مکھن (۸) ملائی (۹) پنیر (۱۰) لذیذ ۔

11. My House.

My house is *situated*[1] in Nawan Shahr, Multan. It is a simple one *storey*[2]-building. It is open on all sides and has a large *courtyard*[3]. It has five rooms in all; three bed rooms, a drawing room and a *dining room*[4]. There are also a kitchen and a bath room. All the rooms are very *airy* and *well-ventilated*[5]. Each of them has two windows, two doors and four *ventilators*[6]. Our drawing room is well *furnished*[7]. It has a sofa set and several chairs. All the rooms are *white washed*[8] and their walls are *plastered*[9] with cement. They are also fitted with *electricity*[10]. Quite close to my house is a children park where we play with the other children in the evening.

Glossary : (۱) واقع ہونا (۲) منزل (۳) صحن (۴) کھانے کا کمرہ (۵) خوب روشن اور ہوادار (۶) روشن دان (۷) پلستر کرنا (۸) آراستہ ہونا (۹) سفیدی شدہ (۱۰) بجلی -

12. The Spring.

The spring is the most *pleasant*[1] *season*[2] in our country. It is neither very hot nor very cold. The winds are cool and *refreshing*[3]. Everything looks sweet and lovely. Trees *put forth*[4] new leaves; flowers are *in full bloom*[5] : the *nightingale*[6] sings sweet songs ; all other birds are full of joy and fly from tree to tree. This is, indeed, the merriest season of the year. Everyone is happy and in a holiday mood. It is why most of the *fairs*[7] are held during this season.

Glossary : (۱) خوشگوار (۲) موسم (۳) فرحت بخش (۴) نکالنا (۵) پورے جوبن میں (۶) کوئل (۷) میلے -

13. My Best Friend.

My class fellow, Mr. Ajmal is my best friend. He is the *only son*[1] of our next-door neighbour, Mr. Aslam, a retired Tehsildar. Ajmal is a thin boy of *medium*[2] height. But he is very smart and active. With his long nose and beautiful eyes, he looks very handsome. Everybody likes him for his good habits and *pleasing manners*[3]. He is obedient to his teachers and *respectful*[4] to his *elders*[5]. He is very hard-working and intelligent. He is therefore at the top of our class. He is a *sportsman*[6] also. He is the captain of our cricket team. He is a bowler and a good batsman. For all these *qualities*[7] I like him very much and always *yearn*[8] for his sweet company.

Glossary : (۱) اکلوتا بیٹا (۲) درمیانہ (۳) خوش اخلاق (۴) مودب (۵) بزرگ (۶) کھیل کا شوقین (۷) صفات (۸) دلی آرزو رکھنا

14. The Snake Charmer.

Children jump with *delight*[1] when they see a *snake-charmer*[2] in the street. They gather round him when he plays on this *flute*[3]. He places his *baskets*[4] on the ground. These baskets contain snakes. When a large crowd has gathered round him, he takes out the snakes and leaves them on the ground. When he *prods*[5] them with his stick, they rush towards him *hissing*[6]. The people round him are frightened but the snake charmer holds them in his hands, for he knows that they can do him no harm as they have no *fangs*[7]. He then spreads a cloth on the ground and begs for money. Thus he earns his living by showing his snakes to the people.

Glossary : (۱) خوشی (۲) سپیرا (۳) بانسری (۴) ٹوکریاں
(۵) چھیڑنا (۶) پھنکارتے ہوئے (۷) زہر والے دانت

15. My Neighbour.

Mirza Aziz Beg is my neighbour. He is an old man of sixty, yet he is quite *hale*[1] and hearty. He is a *retired*[2] Tehsilder and has seen good days in his *youth*[3]. He is very regular in his habits. He is a very early riser and says his prayers regularly. He goes for his morning walk without fail. This seems to be the *secret*[4] of his good health. Though *quarrelsome*[5] by nature, he often meets you smiling. He is *issueless*[6] and he is very sad when anybody talks of it. He is very kind to children and gives them sweets when they come to him. He is very fond of reading news-papers but he never pays for them because he can very easily borrow from his neighbours.

Glossary : (۱) تنومند (۲) پنشن یافتہ (۳) جوانی (۴) راز
(۵) جھگڑالو (۶) بے اولاد -

16. My Morning Walk.

I get up early in the morning and go out for a walk daily. As soon as I am out of my house, a cool breeze

refreshes[1] me *through and through*[2]. I take the road that *leads*[3] to the river. The trees on either side of this road look fresh and beautiful. The chirping birds on them add to my *pleasure*[4]. On the way, I meet farmers with their oxen and *carters*[5] carrying fresh *vegetables*[6]. They all go laughing and *chatting*[7]. The scene on the river bank is very *charming*[8]. There is great *hustle and bustle*[9]. The people here are doing all sorts of things—some are saying their prayers ; some are taking exercise ; some are swimming ; some are playing at cards and so on. I often have a swim and return home as soon as the sun *appears*[10] in the east.

Glossary : جاتی ہے (٣) اچھی طرح سے (٢) تازہ دم کرنا (١)
(٧) سبزیاں (٦) چھکڑے والے (٥) خوشی (٤)
ظاہر ہونا (١٠) رونق (٩) دلفریب (٨) گپ شپ اڑانا

17. My Hobby.

A *hobby*[1], you know, is a thing we do regularly for pleasure in our *spare time*[2]. There are several hobbies for students as photography, gardening, stamp collecting and *coin-collecting*[3]. I have taken up gardening because it is very useful and cheap hobby. Moreover I do not find it difficult. I just dig holes in the ground. I put flower *plants*[4] in the holes and water the plants. They give me flowers of all colours. I do my gardening one hour in the morning and one hour in the evening. As it is very *cheap*[5] hobby, I have to spend only a few annas on seeds. These seeds give me not only flowers but also seeds for the next season. I get great pleasure from this hobby. In the morning it gives me a good exercise which keeps me fit and active all the day.

Glossary : سکے جمع کرنا (٣) فرصت کا وقت (٢) تفریحی مشغلہ (١)
۔ سستی (٥) پودے (٤)

18. A Drowing[1] Tragedy.

The other day I went on a picnic on a river bank. A few

friends were with me. All of us were in a jolly mood. We *put off*[2] our clothes and began to bathe in the *shallow*[3] water. Mr. Khalid went a little farther away and fell into a deep *pit*[4]. As none of us could swim, we cried for help. A few farmers came running to the *spot*[5]. They jumped into the water and swam hard to reach the boy. But alas ! it was too late. Khalid *disappeared*[6] in water and was drowned. The matter was reported to the police. They *recovered*[7] his dead body a few miles away near a bridge.

Glossary : (۱) المیہ ـ شدید حادثہ (۲) اتارنا (۳) کم گہرا (۴) گڑھا (۵) مقام (۶) غائب ہونا (۷) دوبارہ حاصل کرنا ـ

19. A Rainy day in summer.

It was a hot summer afternoon. All of a sudden the sky was *over-cast*[1] with dark clouds. It began to *drizzle*[2]. Soon the rain came in *torrents*[3]. The streets were full of water. They looked like *streamlets*[4]. Cars and tongas were *splashing*[5] water in all *directions*[6]. Small children, boys and young men came out and began to bathe and play in the rain. It was a great fun to see them *slipping*[7] and falling on the ground. All were full of joy. Small children floated paper-boats in the streets. Young boys began to play, *kabaddi* in the water. After an hour the rain stopped and a *rain-bow*[8] appeared in the sky. Trees and plants looked fresh and green. A cool breeze began to blow. I accompanied my friends for a long walk to enjoy the beauties of nature.

Glossary : (۱) تاریک ہو گیا (۲) بوندا باندی ہونا (۳) موسلا دھار (۴) چھوٹی چھوٹی ندیاں (۵) چھینٹے اڑانا (۶) اطراف (۷) پھسلنا (۸) قوس و قزح ـ

20. Last five minutes of a cricket match.

Last week I *witnessed*[1] an interesting cricket match. It was between Islamia School and Government School. About five minutes were left and the last man of the Islamia School

was in They needed only four runs to win the match. There was a great *excitement*[2] on both sides. The batsmen were almost *trembling*[3]. The fielders, too, were very *nervous*[4]. The *spectators*[5] were on their feet. They gave shouts of cheer at every ball. The first ball of the over brought no run. The batsman hit the second ball so hard that it went off the *boundary line*[6]. It was a *sixer*[7]. They won the match amid the cheers and *clappings*[8] of the crowd. The Islamia School boys shouted with joy and threw their caps and turbans in the air.

Glossary : (۱) دیکھا (۲) جوش و خروش (۳) کانپنا (۴)
گھبرائے ہوئے (۵) تماشائی (۶) میدان کی حدود
(۷) چھکا (۸) تالیاں ۔

(*d*) *Autobiographies*

21. A Brick.

A few years ago, I was a part of the mother earth. One day, some *labourers*[1] came and dug me out with *spades*[2]. They made me wet with water and put me in a wooden *mould*[3]. In this way, they gave me and many other friends a *rectangular*[4] shape. We were then allowed to stand in the sun. When we dried up and became hard, they put us into a burning *kiln*[5]. We remained there for fifteen days till we were *baked*[6] red. After this they took us on donkeys to the town, There a *mason*[7] put us in a wall one by one and from that day onward I remained *imprisoned*[8] in that wall.

Glossary : (۱) مزدور (۲) کدال (۳) سانچہ (۴) چوکور (۵)
بھٹی (۶) پکا (۷) راج (۸) قید میں ہونا ۔

22. A Letter.

A small boy dropped me into a letter-box. At first I felt *miserable*[1]. But soon I saw many others of my kind lying there and I became happy. New friends kept arriving one by one. In the evening, the box was opened and we

were dragged out by a postman. He put us in his bag and carried us to the post office. There we were *treated*[2] *mercilessly*[3]. Somebody put a round black mark on us. We were then *sorted*[4] and sent to the railway station. Next morning, the bag containing me was thrown out at the platform of a station. A man carried it to the office of that town. Here again we were given another black mark. The postman of this office took us from door to door. At last he *delivered*[5] me to a gentleman who treated me very kindly.

Glossary : (۱) غمزدہ (۲) سلوک کرنا (۳) بے رحمی سے (۴) چھانٹنا (۵) حوالے کرنا ۔

23. A Horse.

I was happy when I was young. I had no work to do. Most of my time was spent with my mother in the fields, where she grazed *steadily*[1]. But that did not last for ever. My troubles began when I grew up. The trainer came, fastened a long rope to my head and began driving me round and round in circles. After some time I got a *bit*[2] and a *bridle*[3]. Next came the *saddle*[4]. My last *ordeal*[5] in training was the fixing of *iron-shoes*[6] to my hoofs. First, I was bought by a man who had a tonga. I was trained to run in *shafts*[7]. I hated this work. I, therefore gave a lot of trouble to the man. I would often refuse to start ; and when I was *whipped*[8]. I simply backed. The tonga-driver got *disgusted*[9] and sold me to a gentleman who wanted a riding-horse. I have been leading a happy life since then because the job is to my *liking*.[10]

Glossary : (۱) ثابت قدمی سے (۲) لگام کا دھانہ (۳) لگام (۴) زین (۵) سخت مصیبت (۶) نعل (۷) تانگے کے تیر (۸) چابک مارنا (۹) متنفر ہوجانا (۱۰) پسند ۔

24. A Rupee.

I am an old coin. I am quite *dull*[1] and *worn out*[2]. Most of the lettering on my face has been rubbed out. But I was

shining like silver when I first came out of Lahore *Mint*[3]. My active life began when I was handed over to a gentleman at the *counter*[4] of a bank. The gentleman gave me to a shop-keeper who was pleased to see a new rupee. He *banged*[5] me on the counter to see if I was *genuine*[6]. He then threw me into a *drawer*[7] with a lot of other coins. After some days, I was given in change to a boy. He carried me carelessly and I fell into a *gutter*[8]. I remained there for a pretty long time. At last a dirty sweeper picked me up and I am now in a very low company passing between poor people and small shope-keepers in a dirty little street.

Glossary : (۱) پھیکا رنگ (۲) بوسیدہ (۳) ٹکسال (۴) روپے گننے کی میز (۵) زور سے مارنا (۶) کھرا - اصلی (۷) میز کی دراز (۸) پانی کی نالی -

(e) *Processes.*

25. How to polish shoes.

First of all, I clean the shoes with a piece of cloth. I *apply*[1] a little polish to each of the shoes. Then I put my left hand into the shoe and rub its upper part with a brush. The more I rub, the brighter it looks. After rubbing both the shoes in this way, I put them in the sun for a *while*[2]. When the polish is a bit dry, I brush the shoes once again. I clean them again with a piece of cloth to *remove*[3] *extra*[4] polish. The shoes are now ready for use.

Glossary : (۱) لگانا (۲) وقت (۳) ہٹانا (۴) فالتو -

26. How to erect a tent.

First I shall *select*[1] a *suitable*[2] *site*[3]. It must be dry and *level*[4]. It should not be under trees, as they *drip*[5] in wet weather. After this I should keep the following articles *in readiness*[6] : tent *poles*[7], *canvas*[8], ropes, *pegs*[9] and a *hammer*[10]. I shall *erect*[11] the front pole and place this in position with the canvas. I shall then stretch out

the top of the tent. Next I shall attach the canvas to the *rear*[12] pole and *secure*[13] it with ropes. Finally I shall attach the remaining ropes to the sides of the tent and *adjust*[14] them after *pegging*[15] them down.

Glossary : (۱) انتخاب کرنا (۲) موزوں (۳) جگہ (۴) ہموار (۵) ٹھکنا (۶) تیاری (۷) بانس (۸) کتان (۹) کیل (۱۰) ہتوڑا (۱۱) کھڑا کرنا (۱۲) پچھلا (۱۳) مضبوط کرنا (۱۴) درست کرنا (۱۵) کیل گاڑنا -

27. How to mend a punctute.

For mending[1] a puncture, you require a repair *outfit*[2] and a pump. First *inflate*[3] the punctured tube with the pump. *Immerse*[4] it in water to *locate*[5] the puncture. Now clean a small *circular*[6] *space*[7] round it with a sand-paper. Apply the solution to this space and cover it with a piece of rubber. *Press*[8] it *firmly*[9] and allow the solution *to set*[10] for a few minutes. *Finally*[11] dust the *patch*[12] with chalk and the puncture is mended.

Glossary : (۱) مرمت کرنا (۲) سامان (۳) ہوا بھرنا (۴) ڈبونا (۵) جگہ معلوم کرنا (۶) گول (۷) جگہ (۸) دبانا (۹) مضبوطی سے (۱۰) پکا ہونا (۱۱) آخر میں (۱۲) جوڑ -

28. How to prepare tea.

I boil some water in a *kettle*[1]. I then pour the boiling water into the *tea-pot*[2]. After putting some tea-leaves in the pot, I cover it with its *lid*[3]. I also put a *teacosy*[4] on it. After a few minutes the colour of the water will change into red. Now the tea is ready, and I shall serve it in tea-cups. Everybody will use sugar and milk *according to his taste*[5].

Glossary : (۱) دیگچی (۲) چائے دانی (۳) ڈھکنا (۴) چائے دانی کا ٹوپ (۵) اپنی پسند کے مطابق -

Paragraphs in Outlines

1. **A Flood :** Excessive rains in August —— melting of snow —— rivers overflow their banks —— the plight of the surrounding villages and their inhabitants — men, women and children on roofs of houses and tops of trees —— villages washed away — loss of life and property — rescue work — the army — the boats — food and medicines — team of doctors and nurses — food thrown from aeroplanes for marooned people.

2. **A Cycle Tour :** How planned — companions — programme — preparation and start — sights and incidents on the way — first halt — the rest of the tour — any exciting adventure — return — feelings on its completion.

3. **A Visit to a Cinema :** The name of the cinema-house — the title of the film — occasion — companions — tickets and seats — the interior — the audience — the picture — its story — liked or not — why ? return.

4. **My first day at School :** Unwilling to go to school — taken by father — first impression — teacher and class-room — other boys — feeling a stranger — the school a prison-house — making friends — relief and joy when school is over.

5. **The Inspector's Visit to your School :**

   (i) *Decoration of the school* : Compound well-swept and watered — white-washing of rooms — preparation of charts. time-tables, syllabuses, registers in proper order.

   (ii) *The inspector's arrival* : Reception at the gate, band-salute, scouts' guard of honour, and round of the school.

   (iii) *Inspection* : 10th class inspected by the inspector and other classes examined by his assistants. pleased with the work of teachers.

(*iv*) *Conclusion* : The log-book remarks ; praises about good discipline and instruction in the school—A holiday announce.

6. A Motor Accident :

(*i*) *The place*—

(*ii*) *The cause* : a tonga driving at a great speed—a car coming from the opposite direction —— struck against the tonga—the shafts of the tonga hit the driver — car damaged — horse fell.

(*iii*) *Result* : driver unconscious, passengers in the tonga thrown out and badly injured — tonga driver safe — the horse dead.

(*iv*) *Conclusion* : police arrived — the injured taken to the hospital — the tonga driver arrested.

7. The Prize-distribution of our School :

(*i*) *Preparations* : A shamiana erected — seating, arrangements for the gentry and the students — Dais decorated — chairs and sofa-sets.

(*ii*) *Arrival of the president* — welcome — the school band -- the gentry of the town, lawyers, professors and teachers present.

(*iii*) *Proceedings* : Recitation from the Quran — songs, dramas, speeches — drill.

(*iv*) *Conclusion* : Headmaster's report — thanks for the president — the giving away of the prizes and president's remarks.

8. A journey by Motor-Lorry :

(*i*) *How it came about* : To attend a marriage party.

(*ii*) *The journey* : purchased ticket - a huge crowd inside—got a seat at the back—passengers very dirty

—smoking, coughing and spitting—the delay on the way—stopping to pick up passengers.

(ii) *Conclusion* : Reached the destination — felt relief on getting down—body aching—head giddy—quite fatigued—face all covered with dust.

). **The Recess period in your school :**

(i) *Much longed for time*—the happiest period for boys and teachers.

(ii) *How boys use it* : some busy in gossips—some in library reading papers and magazines — copying home-task—majority round the school tuck-shop, some busy playing games.

(iii) *How teachers use it :* gossips in the staff-room — some correcting exercise books—some interviewing the headmaster—others taking refreshments.

10. **A flight in an Aeroplane.**

(i) *How it came about* : flight from Lahore to Rawalpindi—summer vacation to be spent at Murree—arrived at the aerodrome early in the morning—a few passengers present.

(ii) *Feelings* : feeling very nervous—heart beating rapidly—encouraged by fellow passengers.

(iii) *The flight* : Took my seat—strapped in—engine started—a great noise—ran along the ground—suddenly shot upwards—flying above fields, towns and forests—passengers feeling dizzy—houses, rivers trees and villages look very small.

(iv) *The landing* : The plane suddenly dived—noise ceased—glided downwards—came to a stand-still —came out—heaved a sigh of relief.

CS CamScanner

11. A Tailor :

Sews clothes for the people—works on a sewing machine—charges very heavily, never true to his promise—well familiar with the latest fashions of dress.

12. A village well :

Every village has a well—a meeting place for the women-folk—it has two pulleys with ropes and buckets—presents a very busy scene—some draw water, some quarrel and other wait for their turn—cattle drink water—women wash clothes.

13. A Rainy Day in Winter ;

A morning of December—the sky is over-cast—flashed and thundered—began to drizzle—A cold and biting wind began to blow—all went indoors—death like silence every where—poor people shivering with cold assembled round fire—rich people in cafes and hotels.

14. A Village School master ;

A moving figure in the village—wears simple but neat dress—writes and reads letters for the villagers—leads an easy life—keeps cows and buffaloes—fodder supplied by villagers—knows little but poses as a scholar.

(B) ESSAY-WRITING

Essays for secondary school students are generally short description of *objects*, *persons*, *places*, *events* and *personal experiences*. A few specimens on each of these topics are given below :

(a) Descriptions of objects

General remarks :

(*i*) Give a brief general definition.

(*ii*) Deal with the structure of the objects and point out the *function* of each part.

(*iii*) Take the parts in order of importance, starting with the basic part to which other parts are attached.

(*iv*) Finally give the uses.

29. A Foutain Pen.

A fountain pen is that which carries its own supply of ink. It has three *main*[1] parts : a *barrel*[2], a nib, and a filling *mechanism*.[3]

The barrel is round in shape and is about three inches long. It *encloses*[4] a rubber tube which holds the ink supply. The nib is a small pointed thing made of gold or some other *metal*[5]. It is *inserted*[6] into the open end of the barrel and is covered by a *protective*[7] cap. The filling mechanism consists either a *lever*[8] or a *plunger*[9].

It is a very useful article of every day use. It is a pen and inkpot in one. It is quite *handy*[10] and can be easily carried in one's pocket. One can use it anywhere, whether one is in the train or in the bus.

Glossary : (۱) اہم (۲) نالی (۳) مشین (۴) بند کرنا۔ملفوف کرنا
(۵) دھات (۶) لگانا (۷) محافظ (۸) لیور۔
(۹) غوطہ زنی پرزہ (۱۰) استعمال میں آسان۔

CS CamScanner

30. The Bicycle.

The Bicycle is a carriage with two wheels *furnished*[1] with rubber tyres. The wheels are arranged one before the other. It is *steered*[2] by handles attached to the front wheel.

It has five main parts ; a frame, two wheels, a chain, a saddle, and two padals. Besides, there are two brakes which are used to stop the bike when there is *need*[3] for it. There are also two mud-guards to protect the wheels.

It is quite easy to use a bicycle. The rider just sits on the saddle and *turns*[4] the pedals with his feet. The chain *rotates*[5] the *axle*[6] of the *hind*[7] wheel and the cycle begins to run on the road. It is a very useful *invention*[8] to save time and money. It is a poor man's carriage but it is used by the poor and the rich alike.

Glossary : (۱) سجایا کرنا (۲) چلانا (۳) ضرورت (۴) چکر دینا
(۵) گھمانا (۶) دھرا (۷) پچھلا (۸) ایجاد -

31. The Aeroplane.

The aeroplane is the fastest *conveyance*[1] of the *modern*[2] world. It has five main parts : a body, two engines, two *propellers*[3] two wings and two wheels. The body has several *cushioned*[4] and comfortable seats for *passengers*[5]. It has several windows on either side. The passengers can look out through them and feel the joy of flying.

The engines are worked by *petrol*[6]. As soon as the engines start, the propellers begins to *whirl*[7] round and round with a loud noise. Before flying the plane runs on the ground for some distance.

An ordinary plane can travel 400 to 500 miles per hour. But speeds are going up day by day. Several

pilots[8] have flown at 4000 miles an hour. As for the future no one knows how fast the aeroplanes will *eventually*[9] fly.

Being the fastest *means*[10] of travel, it is generally used by people travelling from one country to another. Besides passengers, it carries *mails*[11] also. In war, it *proves*[12] very *dangerous*[13]. It flies over the enemy country throwing bombs on big cities killing thousands of men, women and children and *damaging*[14] property worth crore of rupees.

Glossary : دھکیلنے والی مشین (۳) زمانہ جدید (۲) سواری (۱)
گھومنا (۷) پٹرول (۶) سواریاں (۵) گدے دار (۴)
ڈاک (۱۱) ذریعہ (۱۰) آخر کار (۹) ہوا باز (۸)
نقصان پہنچانا (۱۴) خطرناک (۱۳) ثابت ہونا (۱۲)

Exercises

1. Describe the following :—

(*i*) An electric torch

(*ii*) A pair of scissors

(*iii*) A tennis racket

(*iv*) A watch

(*v*) An umbrella

(*vi*) A type-writer

(*vii*) A railway train

(*viii*) A sewing machine

(*ix*) A camera

(*x*) A radio.

CamScanner

(*b*) Description of animals, plants and minerals,

General remarks :—

1. Give the physical description *e.g.* shape, size, colour and general appearance.
2. Where found
3. Habits and food
4. Uses

32. The Cow.

The cow is a *domestic*[1] animal. It has strong body with a long tail. It has four thin legs. Its *hoofs*[2] are *cloven*[3]. It has a pair of very strong horns. Cows are of different colours and sizes. In European countries, they are much bigger and *stouter*[4] than our cows. They also yield a larger quantity of milk. In our country, the cows of Lyallpur and Montgomery are the best milkers.

Cows are found in almost all parts of the world. The cow is a quiet and gentle animal. Children play with it without getting any harm. It likes to eat green grass and drinks cool and pure water. In towns it is generally fed on *straw*[5], *cotton-seeds*[6] and *oil-cakes*[7].

It is a very useful animal. It gives milk which is a *perfect*[8] food for man. From milk we make butter, ghee. *curd*[9] and *cheese*[10]. Its male, the ox is of great service to the farmers. It ploughs the land, draws carts, works wells and carries heavy loads. From its hides we make shoes and boots.

Glossary : (۱) گھریلو (۲) سم (۳) پھٹے ہوئے (۴) زیادہ مضبوط
(۵) بھوسہ (۶) بنولا (۷) کھل کی ٹکیا (۸) مکمل
(۹) دہی (۱۰) پنیر -

33. My Pet.

A parrot is my pet. I received it from my aunt as a gift last year. It has green feathers, a bright red beak and a long tail.

I keep it in a small *cage*[2]. Sometimes I let it out into the room but I make sure that all the windows are closed. Whenever it seems unwell, I keep it warm. If it falls *seriously ill*[3], I take it to the *veterinary surgeon*[4] for *treatment*[5].

It is a very intelligent bird. I often talk to it. Being highly *imitative*[6] bird, it repeats what it hears. Thus it has learnt several sentences and phrases which it keeps on repeating day and night.

Glossary : (۱) تحفہ (۲) پنجرہ (۳) زیادہ بیمار (۴) مویشی ڈاکٹر (۵) علاج (۶) نقل کرنے والا ۔

34. Iron.

Iron is a useful *metal*[1]. It is mostly found in England, America, Germany and several other countries. It is even more useful than gold. But it costs less, because it is very common and *plentiful*[2].

It is dug out of the ground mixed with *earth*[3] and stone. It is then of dark brown colour. This kind of iron is called *iron-ore*[4]. The ore is broken up into pieces and put into *furnaces*[5]. The heat of the furnaces cause the iron to melt and run down into *channels*[6] of sand. The earth and stone are left behind. When the iron in the channels cools, it is called pig-iron. It is used in *foundries*[7] for making iron goods. The better and more *durable*[8] forms of iron are wrought-iron and steel.

We know how largely iron is used in our daily life. Many things from needle to steam engine are made of iron.

Glossary : (۱) دھات (۲) بکثرت (۳) مٹی (۴) کچا لوہا (۵) بھٹی (۶) نالی (۷) دھاتوں کے ڈھالنے کا کارخانہ (۸) پائیدار ۔

Exercises

I. Write essays from the following outlines :—

1. **The Donkey** : One of the most useful of domestic animals—worst treatment—strong and can carry heavy loads — very cheap to keep — lives upon straw or almost anything—a stupid person often called a 'donkey'.

2. **The Camel**: Very ugly and clumsy animals with a long neck, an ugly hump, crooked legs, hideous face. — can live without water and food for a long time — useful beast of burden in deserts—called 'the ship of the desert'.

3. **The Cat**: A favourite pet—a flesh eater—resembles tiger — moves quietly—runs quickly—sees in the dark—kills mice and rats — clean in habits.

4. **The Monkey**: Most like man in shape and movements — of various kinds — highly imitative animal —very funny.

5. **The Crows**: Very common—various superstitions about it—supposed to announce approaching visitors—a great thief—troubles cooks, women and children —when one killed, all collect as if to call a meeting.

6. **Water:** Commonest thing in the world — most valuable — difficult to get it perfectly pure—distilled water pure — drinking water to be boiled — uses.

(C) DESCRIPTION OF PERSONS

General Remarks : In the case of *persons*, we have to describe not only physical appearance but also character and habits. The following plan will prove useful for this type of composition :

(*i*) Introduction.

(*ii*) General description. (*i.e.* age, build, dress, *etc.*)

(*iii*) Character and habits.

(*iv*) Occupation and duties.

35. My Best Teacher.

Several[1] teachers take my class but I like Mr. Qamar the best. He is a young man well over six feet in height. He has such a good *physique*[2] that he looks more like a soldier than a teacher. He wears simple but neat and clean clothes.

He is good *natured*[3] and *kind hearted*[4]. He is so kind and loving that he never uses a cane in the class. He is very hard-working and *dutiful*[5]. He is also very *punctual*[6]. He is never late for school. He often comes to school half an hour earlier. He is religious-minded and says his prayers regularly.

As an English teacher, he is very *efficient*[7]. His method of teaching is very *impressive*[8]. He explains everything very clearly. Thus, by his efficient teaching, he keeps

CamScanner

strict[9] *discipline*[10] in the class. The headmaster is very pleased with his work and therefore *seeks*[11] his advice in every important matter of the school.

Glossary : (۱) گٹھی (۲) جسم کی ساخت (۳) نیک طبع (۴) وقت کا پابند (۵) فرض شناس (۶) رحمدل (۷) قابل (۸) موثر (۹) سخت (۱۰) ضبط (۱۱) طلب کرنا -

36. The Policeman.

The policeman is an important public servant. Usually he is tall young man, strong and *sturdy*[1]. He looks very active and *smart*[2] in his *uniform*[3]. He has a leather *belt*[4] round his *waist*[5]. The belt carries a *brass*[6] plate bearing his number. A short heavy stick called the *baton*[7] hangs by his side.

His duty is to keep peace and order in the country. He has to control *traffic*[8] in big cities. He also acts as a *watchman*[9] at night and thus *protects*[10] life and *property*[11] of the people. He has to *trace out*[12] thieves and *criminals*[13]. He keeps an eye on the *pick-pockets*[14] in buses and trains. He is seen in fairs, in bazars and at big railway stations managing large crowds of people.

Glossary : (۱) ہٹا کٹا (۲) چست و چالاک (۳) وردی (۴) پیٹی (۵) کمر (۶) پیتل (۷) کنسٹیبل کا ڈنڈا (۸) آمد و رفت (۹) چوکیدار (۱۰) حفاظت کرنا (۱۱) جائداد (۱۲) سراغ لگانا (۱۳) مجرم (۱۴) جیب تراش -

37. Our School Peon.

Mian Khuda Bux is our school peon. He is an old man of fifty, but he is still strong and healthy. He wears a simple

dress. It consists of a white turban, a khaki *trousers*[1] and a black coat. He is very obedient and dutiful. He is *courteous*[2] to everybody in the school. He is very punctual. He is the first to reach the school and the last to leave it. He possesses good habits and *pleasing manners*[3]. He is therefore respected by the teacher and the taught alike.

He has to perform many duties. He opens the school rooms early in the morning and *dusts*[4] them. He then *arranges*[5] the chairs and tables in each room. He has also to see that the other school servants have done their work *properly*[6]. During the school time he rings the bell, *distributes*[7] the dak and carries the order book from room to room.

Glossary : (۱) پاجامہ (۲) خوش خلق (۳) خوش اطوار (۴) جھاڑنا (۵) ترتیب دینا (۶) صحیح طور پر (۷) تقسیم کرنا ۔

38. The Farmer.

The farmer is the most useful member of society. In an *agricultural*[4] country like Pakistan, he is the *back-bones*[2] of the nation. Without him we would *starve*[3]. It is he who gives us wheat for our bread, sugar for our tea and cotton for our clothes.

Generally, the farmer is a poor man. He wears rough and dirty clothes. He is also quite *illiterate*[4] and knows nothing about the *amenities*[5] of modern life. The *hookah* is his constant companion. He is, however, very strong and healthy as he lives in the pure open air. He is a contented man. He is pleased with what he gets.

He leads a very busy life. He gets up before *dawn*[6], works in the fields the whole day and returns home after

sunset. He ties his cattle and puts *fodder*[7] before them. After milking his cows and buffaloes, he goes to bed. But sometimes, he has to wake up even at night time to water his fields. *Unfortunately*[8], he gets a poor *return*[9] for his hard labour. The *lion's share*[10] goes to the land-lord.

Glossary : (۱) زراعتی (۲) ریڑھ کی ہڈی (۳) فاقے سے مرنا (۴)
ان پڑھ (۵) لطف (۶) تڑکا - صبح (۷) چارہ (۸)
بد قسمتی سے (۹) معاوضہ (۱۰) بڑا حصہ ۔

39. **The Pakistani Juggler.**

A juggler is a common figure in every town of Pakistan. We are all pleased to see him, because he amuses us with his wonderful *feats*[1]. He wears a *shabby*[2] dress and carries a bag which contains the articles of his trade. He has a *flute*[3] and a small *drum*[4] with him.

Before showing his tricks he plays on his flute and drum to attract spectators. He is very clever and *shrewd*[5] fellow. He performs his tricks so quickly that no eye can follow it. A small boy assists him during the show.

His tricks are *numerous*[6] and *varied*[7]. His most famous tricks are the mango and the ring tricks. He plants a *mango-stone*[8] in the ground, *sprinkles*[9] water on it and covers it with a basket. He then *murmurs*[10] some words and removes the basket. To the surprise of all, there appears a tiny mango plant. He borrows a ring from a spectator and ties it in one corner of a handkerchief. He asks another man to hold it. The ring disappears and is found in the pocket of the owner. When he has finished his work, he spreads a sheet of cloth on the ground to collect money from the spectators.

Glossary : (۱) کرتب - شعبدے (۲) پھٹی پرانی (۳) بالسری
(۴) ڈھولک (۵) سمجھدار (۶) بہت سارے (۷) مختلف
(۸) آم کی گٹھلی (۹) چھڑکنا (۱۰) بڑبڑانا ۔

Exercises

I. *Write essays from the following outlines* :—

1. The Street Hawker. (*a*) *Introduction*—A familiar figure—met with in streets,—near schools, at fairs, on railway stations.

   (*b*) *His appearance and behaviour*—physique, dress etc.

   (*c*) *Articles sold by him*—cloth, vegetables, fruit, oil, soap, creams, books, almost everything for the daily use.

   (*d*) *How he advertises his goods*—cries at the top of his voice.

2. A Beggar. *Introduction*—found everywhere, a nuisance to the people at railway stations, bus stops and crowded streets—His appearance—shabby dress —*types of beggars* ; blind going in a line ; the lame carried in a carriage, those sitting on the roadside. *Character*—usually a cheat.

3. A Shopkeeper. An interesting and useful life—has to sit at his shop all the day—his habits—rises early ; always at his shop, sick or healthy ; a clever man—the group customers consisting of men, women, and children round his shop.

4. A Scout. *Introduction*—His appearance and dress—the Scout mottos : loyal, helpful, brotherly, curteous obedient, smilling and thrifty—His readiness for social service at fairs, accidents etc.

5. A Barber. *Introduction*—an important functionary —Difference between old and new types of the barbers—his implements and their uses—his education and culture—his work—shaves—shampoos, massages—his duties on the occasions of death and marriages—his wages—*conclusion*.

6. The Carpenter. Can we do without him—What are his most common tools—a plane, nails, hammer—saw, screw-driver, chisel—the articles he makes : chairs, tables, almirahs, ploughs, carts, door-frames window-frames, beams etc.

II. Describe the following :—

1. One of your relatives as uncle, aunt, brother, sister etc.
2. An actor or actress.
3. A foreigner you have seen.
4. Any distinguished person, past or present.
5. One of your neighbours.
6. Any one of the following :

   The tailor, the milkman. The blacksmith, the nurse, the doctor, the sweeper, the newsman.

(*D*) DESCRIPTION OF PLACES

General Directions.

For buildings we should follow this plan :—

(*i*) Situation.
(*ii*) Size and description of the building.
(*iii*) Conclusion—its history and development.

For towns and villages, the following plan is generally followed :—

(*i*) Situation.
(*ii*) Its past history and development.
(*iii*) Description of streets and buildings.
(*iv*) Detailed facts about the occupations of the inhabitants and local industries.

40. My School.

I read in the Government Secondary School, Multan. It has a *grand*[1] building which stands on the Abdali Road, The road *connects*[2] the city with the *cantonment*[3]. The building is H-shaped with a big hall in the centre. It has about thirty rooms which are all *airy*[4] and well-lighted. There are forty desks for boys and a chair and a table for the teacher in each room. Almost all of them are *decorated*[5] with charts, maps. pictures and mottoes. The drawing room and the science *laboratory*[6] are two other *spacious*[7] rooms. There are the *portraits*[8] of many great *scientists*[9] in the laboratory. Besides a fine park in front of the building, the school has two vast play-grounds—one for cricket and the other for hockey and foot-ball.

The school is well-known for its *efficient*[10] staff and good results. All the forty teachers are trained and qualified.

Glossary : (۱) شاندار (۲) ملانا (۳) چھاؤنی (۴) ہوادار (۵) سجے ہوئے (۶) تجربہ گاہ (۷) فراخ (۸) تصاویر (۹) سائنس دان (۱۰) قابل -

41. My Village.

My village Shergarh is in Multan District. It stands by the side of Sidhnai canal. Its nearest railway station is Khanewal about ten miles to the east.

It is a small village with a *population*[1] of about five hundred. Its buildings are only mud huts with *thatched*[2] roofs. The only pucca building is the primary school, which is run by the district council. The *kacha lanes*[3] have never known the *broom*[4] as we have no sweepers. The heaps of *manure*[5] surrounding the village are a *source*[6] of many diseases. There is a water pond outside the village in which children and buffaloes bathe.

The population mainly consists of *cultivators*[7]. Their life is very hard. They work from morning till evening. The

village *parlour*[8] is their meeting place at night. Here they have interesting conversation about their *local problems*[9], Besides the cultivatorrs, there are a blacksmith, a potter, a barber, a weaver and a carpenter.

In our village, the articles of daily ase like butter, milk and vegetable are cheap. People are simple and *sympathetic*[10]. But there are certain *drawbacks*[11] too. The people are ignorant, *superstitious*[12] and fond of *litigation*[13].

GLOSSARY : (۱) آبادی (۲) چھپر والے (۳) گلیاں (۴) جھاڑو
(۵) کھاد (۶) ذریعہ (۷) کاشتکار (۸) بیٹھک
(۹) مقامی مسائل (۱۰) ہمدرد (۱۱) خرابیاں
(۱۲) توہم پرست (۱۳) مقدمہ بازی ۔

42. An Historical Building.

I visited Jahangir's tomb the other day. I was simply *charmed*[1] to see it. It reminded me the *glory*[2] of the great Mughals. This historical tomb lies across the river Ravi three miles north of Lahore. It was built by the Emperor, Shah Jahan *in memory of*[3] his father, Jahangir.

This grand building stands in the centre of a beautiful garden full of fruit and shady trees. The garden has a big gate for *entrance*[4]. A path leads to the tomb from this gate. It has *cypress*[5] trees on either side. This presents a charming scenery to the visitor. The tomb itself is a beautiful piece of *architecture*[6]. The material used is red stone and *white marble*[7]. The inside decorations are of *inlaid*[8] work of precious stones. The four minarets at its corners stand out like *sentinels*[9].

Before *departure*[10], I climbed the great *flight of stairs*[11] of the four towers one by one. To my surprise, whereas I

could see the whole city of Lahore. I saw only three minarets of the Badshahi Mosque from each tower.

GLOSSARY - داخلہ (۴)بطور یادگار (۳) عظمت (۲) فریفتہ ہونا (۱)
سفید سنگ مرمر (۷) فن عمارت (۶) سرو کے درخت (۵)
(۱۱) روانگی (۱۰) پہرہ دار (۹) جڑاؤ کام (۸)
سیڑھیوں کا سلسلہ -

43. The Lahore Zoo.

Zoo, as you know, is a place where we have a *collection*[1] of different animals. The Lahore Zoo is an old *institution*[2] where there are a fairly large number of animals. It is situated on the Mall near the Jinnah Gardens. In fact, it is a part of this garden which is enclosed by an iron *fence*[3]. It has a huge iron gate that lets in the visitors at fixed hours of the day. Inside it, are grassy plots and *artificial hills*[4] with green *vegetation*[5] growing on them.

I visited the Zoo on Monday last. Paying an entrance fee of two annas, I went in. As I walked round I found that the Zoo was divided into a number of *sections*[6] each containing a special kind of animals. There are lions, bears, wolves, jackals, foxes, monkeys, zebras and elephants. There are also many kinds of birds in cages, as; parrots, sparrows, pigeons and pea-cocks. In the ponds, there are *water-fowls*[7], as *cranes*[8], *ducks*[9] and *geese*[10].

All the animals are well looked after. The cages and traps are *spacious*[11] and airy. They are kept clean and tidy. The cages of monkeys attract large crowds. They are very playful and *funny*[12]. They *make faces*[13] at the on-lookers. The dance of the pea-cock is simply charming. There are many other birds belonging to different countries. Their shining colours and sweet chirping amuse us very much.

The lions pace up and down in their iron *enclosure*[14]. They sometimes roar like thunder and frighten the visitors.

GLOSSARY - (۱) ذخیرہ (۲) ادارہ (۳) جنگلا (۴) مصنوعی پہاڑیاں
(۵) روئیدگی (۶) حصے (۷) آبی پرندے (۸) سارس
(۹) بطخ (۱۰) مرغابی (۱۱) فراخ (۱۲) مسخرے
(۱۳) منہ چڑانا (۱۴) احاطے - بنگلے

(E) DESCRIPTION OF EVENTS AND PERSONAL EXPERIENCES

Such essays are partly *descriptive* and partly *narrative*. Here, you have simply to remember the event and narrate the facts in the correct order. While describing the events, you should also express your personal feelings and views about them to make the composition more lively and interesting.

Specimens

44. A Railway Journey.

Order of facts — (*i*) Preparation for the journey and departure. (*ii*) The actual journey (*iii*) Arrival at the destination.

Last June I went to Rawalpindi to see an old friend. My elder brother *accompanied*[1] me. We drove to the Multan railway station in a tonga. There was a great rush in front of the booking-office. Anyhow we bought our tickets and reached the platform where the Chenab Express was waiting for us. We got into an inter-class *compartment*[2] and the train started.

I got a seat near a window, so I could see green fields and tall trees on either side of the railway *track*[3]. Buildings, bridges and trees *appeared*[4] running to the oppo-

site direction. The train stopped at important stations like Khanewal, Shorkot, Lyallpur, Lala-Musa and Jhelum. At each of these stations there was a great *hustle and bustle*.[5] The coolies and *vendors*[6] made a great noise.

It was about 4 a.m. when we reached Rawalpindi. It was a cool fine morning. My friend was at the platform to receive us. The coolies brought our luggage out of the station and we drove in our friend's car to his house.

GLOSSARY: (۱) ہمراہ ہونا (۲) گاڑی کا ڈبہ (۳) ریل کی لائن
(۴) نظر آنا (۵) رونق (۶) چھابڑی والے

45. **A Railway Accident.**

I am the *lucky*[1] passenger who *escaped*[2] unhurt in the railway smash that occurred at Gambar railway station in 1956. It was a dark and still night. Our train was heading for Gambar from the Lahore side. Most of the passengers were *dozing*[3] in their seats. They were quite unaware of any *mishap*[4].

All of a sudden we received a jerk which threw the passengers from their seats. I was thrown out of a window on the platform. Though I was unhurt yet I lost *consciousness*[5] due to *shook*[6]. When I regained senses, I witnessed a horrible scene. *Heart-rending*[7] shrieks and cries of fear were heard from all directions. Some passangers lay *crushed*[8] under heavy boxes. Some were *jammed*[9] between the seats of the carriages. Dead bodies lay in pools of blood. The engines of the trains were totally *wrecked*[10]. Some *bogies*[11] were derailed and lay up-side-down. Some were reduced to mere *splinters*[12]. A few were on fire.

The station staff was making *frantic*[13] efforts to help the victims. Some people from the neighbouring villages also rushed to the spot. But instead of rendering any help they began to plunder the passenger's luggage. At last a *relief*[14] train arrived with doctors, nurses and medicine.s

The simple cases were treated *on the spot*[16]. The serious cases were rushed to the civil hospital Montgomery.

GLOSSARY: حادثہ (۴) اونگنا (۳) بچنا (۲) خوش قسمت (۱)
کچلا (۸) جان گداز (۷) صدمہ (۶) ہوش (۵)
(۱۱) تباہ ہونا (۱۰) جکڑے ہوئے (۹) جانا
دیوانہ وار (۱۳) لکڑی کے ٹکڑے (۱۲) ریل کے ڈبے
موقع پر (۱۵) امدادی (۱۴)

46. A Thunder Storm.

It was a hot and *close*[1] day in July. The sun was *blazing*[2] and *scorching*[3] the earth below. Not a leaf *stirred*[4] in the trees, not a blade of grass in the fields. There was a death-like *stillness*[5] everywhere. Everyone felt uneasy. The cattle were *gasping*[6] for breath. It was a *lull*[7] before a storm.

My friend and I were out in the fields for a walk. Suddenly a cloud arose on the *horizon*[8]. Soon we were overtaken by a furious windstorm. The wind began to blow with a terrible fury. Wave after wave of wind came on *howling*[9] and roaring. We ran to a nearby cottage for *shelter*[10].

It was blowing a *gale*[11] now. A dark cloud was almost overhead. Suddenly a blinding flash of lightning *rent*[12] the dark clouds and a terrific *boom*[13] of thunder was heard. The thunder sent a *tremor*[14] in our bodies. We were greatly frightened. Now the rain came down in torrents. The rain and strong wind were *playing havoc*[15] with the trees. Most of them could not stand against the *blast*[16] and were *uprooted*[17]. Streams of water filled the surrounding fields. There was water everywhere.

Gradually, the thunder *abated*[18] its roar. The lightning became less *frequent*[19] and the cloud was seen passing away. At length, there was a break in the cloud. The wind died down to a breeze. Everything felt fresh and

cool. We heaved a sigh of relief and coming out of the cottage, we *proceeded*[20] *home.*

GLOSSARY:
(۳) چمکنا (۲) ہوا کا بند ہونا (۱)
(۶) سکون (۵) حرکت کرنا (۴) جلانا۔ جھلسنا
چیخنا (۹) افق (۸) خاموشی (۷) ہانپنا
طوفان۔ جھکڑ (۱۱) حفاظت کی جگہ (۱۰)
خوف کی لہر (۱۴) گرج (۱۳) پھاڑنا (۱۲)
تند ہوا کا جھونکا (۱۶) تباہی مچانا (۱۵)
باربار (۱۹) کم کرنا (۱۸) جڑ سے اکھاڑنا (۱۷)
روانہ ہونا (۲۰)

47. A picnic on the River-side.

It was a cloudy day in summer. We had a holiday. A cool and *pleasant*[1] *breeze*[2] was blowing. My friend and I *decided*[3] to go for a *picnic*[4] on the river Chenab. We went to the bazar and bought mangoes and sweets. After an hour we were all cycling to the river.

On arrival at the bank of the river, we chose a shady tree and placed our things under it. We took off our clothes and *plunged*[5] into the river. We went on swimming for an hour. When we were tired, we came out and lay down under the tree. It was now lunch time. We took out mangoes and sweets and had a *hearty*[6] meal. The meal over, some played cards, and other sang songs and told funny stories. When it was 5 p.m. we had a swim in the river for the second time.

It was six in the evening when we *packed*[7] our things and started towards the city. On the way, we met other parties of boys. They were enjoying the picnic by the

road side. After fully enjoying the day, we reached home before sunset.

GLOSSARY: (۱) خوشگوار (۲) هوا (۳) فیصله کرنا (۴) تفریح (۵) غوطه کهانا (۶) سیر هوکر (۷) کهانا کهایا سامان باندهنا

48. A Visit to a Fair.

Every year a big fair is held outside our town. It is held *in the memory of* [1] a *saint*[2] named Shah Shams. This year I went to see this fair in the company of several friends. It was about 10 a.m. when we reached the fair which was *in full swing*[3] at that time. There were crowds of men, women and children everywhere. All of them were *in high spirits*[5] in their new clothes. Two long rows of *booths*[5] made a *temporary* bazar. In these shops, were *displayed*[6] all kinds of toys, sweets-meats and fruit. The *confectioners*[7] shops attracted a large crowd. A little farther off, were the *jugglers*[8], *snake charmers*[9] and the *acrobats*[10]. They all were doing *roaring*[11] business. There was also a moving talkie which showed a Panjabi film, Sassi-Punnu. The policemen and the scouts were walking here and there to *maintain*[12] peace and order in the fair.

In the evening, after the *Kabbadi* match, the fair came to an end. Everybody was in a hurry to return home. The villagers made for the sweet shops to spend their last penny. They purchased a lot of sweets for their womenfolk at home. The crowd was now returning to town raising a cloud of dust behind them.

GLOSSARY: (۱) یادگار میں (۲) ولی (۳) پورے جوبن پر (۴) خوش و خرم (۵) عارضی دوکانیں (۶) نمائش کرنا (۷) حلوائی کی (۸) مداری (۹) سپیرے (۱۰) بازیگر (۱۱) زور کی (۱۲) قائم رکھنا (۱۳) کبڈی

49. The Eid.

God has *blessed*[1] us with two Eids; Eid-ul-fitr and Eid-ul-Zuha. First comes Eid-ul-fitr, which we *celebrate* after Ramzan.

Eid is a happy time. It brings delight to all Muslims of the world. One day before Eid, people decorate their houses with *bunting*[3] *and balloons*[4] and give their home a new look. Early in the morning everyone starts getting ready. Especially the children seem very happy. Their faces *gleam*[5] with *innocent*[6], *pleasure*[7] when they wear shining new clothes. Men and children join Eid prayers. After prayers they return home to enjoy themselves with 'Saviyan and many other delicious things. People go to each other's house to wish them 'Eid Mubarak'.

In the evening there is a regular fair. There is a lot of fun and amusement everywhere. Streets, parks and gardens are full of people and children. Some enjoy special cinema shows, some *indulge*[9] in *fire-works*[10], others *entertain*[11] friends and relatives at there houses. When the night comes all say good-bye to Eid and go to bed with happy memories of a glorious Eid.

GLOSSARY: (۱) عطا کیا جانا (۲) منانا (۳) جھنڈیاں
(۴) غبارے (۵) چمکنا (۶) معصومانہ
(۷) خوشی (۸) لذیذ (۹) مزے لینا
(۱۰) آتش بازی (۱۱) خاطر تواضع کرنا

50. The Quaid-i-Azam.

Outlines : (*i*) His life history. (*ii*) Career and achievement. (*iii*) Conclusion.

Quaid-i-Azam Muhammad Ali Jinnah was born in Karachi on the 25th of December, 1876. His father was a

rich merchant and he gave his *promising*[1] son a good education. At the age of sixteen, Muhammad Ali went to England to study law. Four years later, he set up as a lawyer in Bombay. In 1900, Mr. Jinnah acted as a Magistrate. He married in 1918. He became the President of the Muslim League in 1934.

The Muslims of India *united*[2] under his leadership and called him The Quaid-i-Azam' i.e. the great leader. After several years of hard work, he *forced*[3] the British and the Hindus to agree to a *division*[4] of India. So through his efforts Pakistan was formed in 1947. He became the first Governor General of this greatest Muslim Country in the world. He was now seventy years of age, but he had to work very hard to *build up*[5] the now state. This hard work *told upon*[6] his health and he died on the 11th September, 1948.

GLOSSARY : (۱) ہونہار (۲) مل جانا ۔ ایک ہو جانا (۳) مجبور کرنا (۴) تقسیم (۵) تعمیر کرنا (۶) برا اثر کرنا ۔

51. The Holy Prophet.

Our Holy Prophet, Muhammad (peace be upon him) was born at Mecca in Arabia. His father, Abdullah had died before he was born. His uncle, Abou Talib brought him up. He was always honest and truthful. People therefore called him *Ameen* and *Sadiq*.

The Arabs had no religion worth the name. They worshipped idols. God chose the Prophet to teach them the laws of a good life. First they opposed him bitterly but they accepted Islam at the end. They stopped gambling and drinking wine. They gave up their secial evils and became good Muslims. When the holy prophet passed away at the age of 63, his message had reached all over the world.

CHAPTER VIII

TEST PAPERS

Paper No. 1

I (a) *Express the following sentences* **in the present Tense:—**

1. Most of them came from a distance, and returned home when they had saved the sum they needed to establish themselves in life.
2. I could not help him.
3. He gave me a book.
4. He said that he would soon go to his work.
5. Was he present in the school ?

(b) *Correct the following sentences* :—

1. My pen is superior than yours.
2. I have given him good advices.
3. He has two pairs of shoes.
4. We have read two poetries.
5. I have two dozens apples.

II *Rewrite the following sentences with necessary changes, using the* **Noun form** *of the words italicised below* :—

1. He was not *hopeful* of his success. (He had no *hope* for his success).
2. People like him, as he is *brave*.
3. This room is twenty feet *wide*.
4. This well is thirty feet *deep*.
5. His *dead* child made him weep.

CamScanner

III Insert shall *or* will *in the following blank spaces* :—

1. We——sail tomorrow.
2. ——you come with me ?
3. ——I send for him ?
4. You——be rewarded.
5. He——be drowned and no one——save him.

IV Give an answer in not more than three sentences to each of the following questions :—

1. What will you do tomorrow morning ?
2. How will you make a cup of tea ?

V Report the following sentences into Indirect speech :—

1. The captain said, "Hurrah ! our team has won the match".
2. He said, "I go daily for a walk".

VI Analyse *the following sentences, giving the kind and function of each clause* :—

1. As long as you are here, you are quite safe, for none can do you any harm.

VII Write a short paragraph on any one of the following:—

1. Any big bazar you know.
2. Your teacher of English.

VIII Write a letter to your uncle, describing the new house, which your father has bought.

Paper No. 2

I Express the following sentences in the Future Tense:—

1. He was a famous doctor.
2. He has finished his work in two hours.
3. I dined with him yesterday.
4. I am very happy to help you.

II *Correct the following sentences :—*

1. Why you came ?
2. What they are doing ?
3. Here comes the men.
4. The pleasures of sin is short.
5. This meeting do not recommend the plan.

III *Fill in the blanks in the following sentences with* appropriate prepositions :

1. He is weak——English.
2. The thief was charged——stealing a watch.
3. He insisted——the withdrawl of his money.
4. Why can he not count——your help ?
5. I am ignorant——the matter——discussion.

IV *Convert the following into Indirect speech :—*

He said, "Why are you still waiting here, boys, when I have already told you that I am so busy that I cannot see you today ? Go away and come again the day after tomorrow. Then I will listen to what you have to say."

V *Analyse into clauses, giving the kind and function of each clause :—*

1. Either he or his friend must have opened the door for no other person had the key.
2. Where he is going is not known to any one.

VI *Write a paragraph on any one of the following :*

1. How I polish my shoes.
2. The Recess period in my school.

VII *Write a story in your own words from the following outlines :—*

A thief steals a heap of cotton——no trace——man gives a feast——many men invited——the thief is also

invited——the man shouts in the centre : "Cotton still sticking to the thief's beard".——guilty man puts hand to the beard——caught.

Paper No. 3

I Put in correct forms of the **verbs** *in the following* :—

1. Who——the first prize ? (win)
2. Hockey was——by me. (play)
3. I am— –at what you say (surprise)
4. He did as he—— (promise)
5. There was more water than we——for (wish)
6. There——many boys in the room. (be)

II Correct the **plurals** *in the following* :—

1. Many sheeps were grazing in the field.
2. She bought five dozens eggs.
3. His hairs are black.
4. The commander-in-chiefs inspected the guards.
5. She took many spoon full of honey.
6. The horses have cloven hooves.

III Change the following from **Direct to Indirect speech** :—

"Nasima ! Why are you lying in bed ? It's seven O' clock. Didn't you hear me calling you ?"

"Yes, mother. I heard you calling me but I don't want to get up. I don't want to go to s hool today. I want to stay at home."

"Why ? Are you ill ? " her mother asked.

"No, mother. I am not ill, but my teacher gave me some work to do and I haven't done it."

IV Answer the following in not less than three sentences :

1. What do you do when you get up in the morning ?
2. What will you do after your examination ?

V Analyse into clauses giving the kind and function of each clause:—

He said to me, "Where is the book which I gave you yesterday."

VI Write a paragraph on each of the following in 75 to 100 words.

1. How you mend a pencil.
2. Your best friend.

VII Write a letter to your father asking him to allow you to join a pleasure trip to the river side.

Paper No. 4

I Use the correct form of the verbs put in brackets in the following sentences and write each completely :—

1. His cattle (grazing) in the field.
2. The people of this village (be) poor.
3. Ties are (wear) by men.
4. The robber with his men (be) arrested.
5. Mr. Karim (teach) English.

II Use shall *or* will, *where necessary, in the gaps.*

1. ——you lend me five rupees, please?
2. The headmaster says that the school——be closed tomorrow.
3. I——ask him to write to me.
4. Shahid——spend the day at home.
5. ——he be able to make a journey ?

III. Turn the following sentences into Indirect Speech :—

1. He said, "I go daily for a walk".

2. Wajid said to me, "Will you come to Lahore" ?
3. He will say, "I did not steal the book".
4. She said, "Do not make a noise".

IV *Give an answer in not more than three sentences to each of the following questions :—*

1. How will you spend the money, if your father gives you one hundred rupees after you have passed your examination ?
2. How do you ride a bicycle ?

V *Write a short* paragraph *on each of the following :—*

1. The way from your home to school.
2. A visit to an historical building.

VI *Write a short composition on each of the following :—*

1. How you caught a thief in the house of a friend.
2. A motor accident near your house.
3. A house on fire near your school.

VII *Write a* **letter** *to your friend, asking him to join your picnic party on the river side.*

Paper No. 5

I *Fill the blanks with* **shall** *or* **will** *:—*

1. He——be busy tomorrow.
2. They——stay at a hotel.
3. ——you join our party.
4. He——guard the house today.
5. They——fight to the last.
6. I——turn you out.
7. He——come tomorrow.

II Use following pair of words in sentences showing that you understand their meanings :—

Bale, bail ; cattle, kettle ; check, cheque ; fare, fair ; idle, idol ; adopt, adapt ; corpse, corps ; Defer, differ ; artist, artisan ; childlike, childish.

III Put articles in the following blank spaces :—

1. Will you take——apple from my basket ?
2. I told him that I wanted——book.
3. Do you want to eat——orange or——mango ?
4. He is——honest man.
5. I have——courage to tell you——truth.
6. ——rich are not always happy.

IV Change the form of narration of the following sentences :—

1. He said that he had no money and could not buy the cloth for his shirt.
2. Hamid asked Latif what he had been doing to increase the funds of the club.
3. "When can I come to see your collection of stamps ?" said Ali to Nasir.

V Read the following passage and answer in your own words the questions given at the end :—

When the Muslims won the battle of Badr, they took a number of their defeated enemies as prisoners. For fourteen years, these enemies had done their best to torture them. In those days, it was the custom for the prisoners of war to be put to death or to be sold as slaves. But there was a great difference in the way the Prophet treated his prisoners. He told his men to feed them well and treat them honourably.

(i) What happened when the Muslims won the battle of Badr ?

(*ii*) How were the prisoners of war treated in those days ?

(*iii*) How did the Prophet treat the prisoners ?

IV *Write a short* dialogue *between a doctor and a patient on malaria.*

Paper No. 6

I. Rewrite in the plural :—

1. This is the goose that lays the golden eggs.
2. A man was buying a knife for his wife.
3. A lady hates a mouse.
4. The negro lost a tooth.
5. This girl is very careful about her things.

II Rewrite the following sentences as directed:—

1. He is our next door neighbour and lives in an adjoining house. (*Change in to past tense*).
2. He saw your dog roaming about in the village. (*Change into a question*).
3. My land-lord has given me the notice to leave. (*Change into passive voice*).
4. The hero broke his wrist. (*Change the gender*).
5. This child is bright. (*Change the number*).
6. He did not abide——his promise. (*Supply the preposition*).

III Express in the past tense :—

1. He gets up early in the morning and goes for a walk.
2. I think I know the way.
3. The bee builds a beautiful house and begins to store it with honey.
4. I know that he will play for the school team.

IV Change the form of narration of the following sentences:—

1. He told me that I had not behaved properly.
2. He advised his sons not to quarrel among themselves, when he was dead, but to remain united.
3. The king said to me, "Is this all you heard about me and my army ? Now, may I know who you are."

V Give an answer in not more than three sentences to each of the following questions :—

1. What will you do when your mother falls ill.
2. What is the aim of your life ?

VI Write a letter to a friend describing your brother's marriage.

or

Write to a business firm placing an order for books and stationery for yourself.

VII Choose one of the subjects mentioned below, and write a short essay on it :—

1. The Postman.
2. The Policeman.
3. My House.
4. Makers of our country.

Paper No. 7

I Change the following into the **Negative** :—

(*a*) 1. I hate lying.
2. We reached the gate before him.
3. I spent the year in visiting my friends.
4. He has now recovered.
5. He writes a good hand.

(*b*) *Change the following into the* **Interrogative** :—

1 We won the match.

2. He works very hard.
3. Yesterday we dined at two O' clock.
4. He has gone home.
5. Fools make a mock of sin.

II Complete the following sentences by putting in the correct words enclosed within brackets :—

1. I can catch a horse by the——(main, mane)
2. The——patient was sent to the seaside for a—— (weak, week)
3. A lot of——sand was strewn all along the racing—— (coarse, course)
4. The——child loved to feed the——in the park. (deer, dear)
5. How——you like to come for a walk in the——? (wood, would)

III Re-arrange the following **jumbled words** *into meaningful sentences :—*

1. Time, watch, by, your, is, what, the?
2. Watering, farmer, the, is, the fields.
3. The, ship, last, arrived, week.
4. Monday, came, I, to, you, see, on.
5. Ill, he, been, has, last, for, days, two, the.

IV Change **the voice** *of the following :—*

1. He was writing a letter.
2. I have bought a horse.
3. I shall never forget you.
4. Lay the book on the table.
5. The lawyer was appointed judge.

V (a) Analyse into clauses, giving kind and function of each clause :—

The headmaster who was a severe-looking man asked Ali why he had broken the flask which was so costly.

(b) *Change the form of speech* :—

1. Akbar said to him, "What are you doing" ?
2. The old man said to Lateef, "What do you want ? What can I do to help you "?
3. "Did your father write to you yesterday?" he said to the boy.

VI *Write a* paragraph *on any one of the following* :—

1. Last five minutes of a cricket match.
2. A rainy day in summer.

VII *Write a story to illustrate* :—

1. Look before you leap.
2. Try try Again.

Test Paper No. 8

I (a) *Put the Correct* tense *of the verbs in brackets* :—

1. He worked hard that he——get through the examination (*may*).
2. You cannot have——his harsh words. (*forget*)
3. Who told you that the earth——flat. (*to be*)
4. He did as he—— (*promise*)
5. He was weeping, because he——lost his pen. (*to have*)

(b) *Fill up the following blanks with suitable* articles :—

1. Have you seen——owl ?
2. He is——tallest boy in the class.
3. ——sun rises in the east.
4. Do not make——noise.
5. The hunter killed——lion in—forest.

II (a) *Correct the following sentences* :—

1. I have studied the grammar and the geography.

2. In the Africa there are great many lions.
3. He struck him on his head.
4. You is the person who took my book.
5. I sold the horse for a small price, which I bought last year.

III *Fill in the blanks in the following sentences with appropriate prepositions taken from the list given below* :—

for, at, in, into, with, to, by

1. I cannot yield——my enemy.
2. I wonder——his failure.
3. He killed the dog——a stick.
4. He was murdered——his enemies.
5. The frog jumped——the well.
6. He is weak——Arithmetic.

IV *Change the voice of the following* : -

1. The tiger was shot by the hunter.
2. The girl lost her ring.
3. Not a word was spoken by him.
4. Bashir loves his little sister.
5. We promised him five rupees.

V (*a*) Analyse *into clauses, giving the kind and function of each clause* :—

1. The house we lived in has fallen down.
2. When the old man was gone, the king called his chief minister and asked him where the stranger was.

(*b*) Change from Direct to Indirect form :—

A stag seeing his shadow in the water, said to himself, "What a pity it is that so fine a creature as I am should have so slender a set of legs! What a grand animal I should be, if my legs were as fine as my horns."

VI Write a readable story from the outlines given below:—

A dog with a piece of meat——crosses a stream—sees his shadow—takes it for another dog with a bigger piece—decides to snatch it—loses his own piece of meat.

VII Write a letter to the S.H.O. about a theft in your house.

or

Write a dialogue between a customer and a shopkeeper.

Test Paper No. 9

I (a) Write sentences expressing the following ways of getting :—

get along, get at, get down, get hold of, get rid of, get to.

(b) What is wrong in each of these sentences : —

1. Each of the girls have received prizes.
2. None of the thieves were able to escape.
3. The monkey climbed up a tree that had escaped from its master.
4. The ship has arrived last week.
5. I had come to see you on Monday.

II (a) Change the following sentences into the negative :—

1. He said nothing.
2. We found him at home.
3. He was shot by the enemy.
4. Your father paid him.
5. The cat caught a rat.

(b) Make sentences to illustrate the use of the following :—

In front of, in time, by means of, sooner or later, run short of, lose heart, cut a sorry figure, find fault with, go to the dogs, learn by rote, nip in the bud, take to task, turn tail, sleep over.

CamScanner

III (a) Rewrite the following sentences changing the number of nouns and pronouns and make other changes where necessary :—

1. I gave the beggar a loaf.
2. A child is playing with his toy.
3. The thief had a knife in his pocket.
4. The cat caught a mouse and killed it.
5. The old man broke his tooth in a quarrel with his neighbours.

(*b*) *Rewrite the following sentences with necessary changes using the* **verb form** *of the nouns italicised below:—*

1. I have no *knowledge* of that matter. (I *know* nothing of the matter).
2. We shall have a *dinner* together today.
3. He made a *choice* of his profession.
4. I sent *congratulation* to him on the birth of his son.
5. Let us make a *decision* now.

IV Two words are enclosed within brakets against each sentence. Only one of them can suit the sentence. Fill in the blanks with the right word:—

1. It was a charming——**(seen, scene)**
2. John may——till the postman finds out his parcel. **(weight, wait)**
3. The milkmaid carried a——of milk. **(pale, pall)**
4. My father's——is white. **(hare, hair)**
5. He could not get——into the factory. **(admittance admission)**

V Give an answer of the following questions in not less than three sentences :—

1. What is your father ?
2. Where did you go in your summer vacation ?

VI *Express the following sentences in the* **Past Tense** :—

1. He says that he will go to Lahore tomorrow.
2. My friends know that I do not play cricket.
3. He cannot take part in games.
4. I go to school every day.

VII *Write a* **composition** *on any one of the following* :—

Our school peon. My last day at school.

or

Write a letter to your friend, requesting him for the loan of a book.

Paper No. 10

I (*a*) **Punctuate** *inserting capitals* :—

Your son is certainly a boy of ability said the head-master but it all depends upon you whether he is to dwell at school what an extraordinary statement said the father how can his progress possibly depend upon me you can see replied the headmaster that he does his home work carefully oh yes said the father I can at least do that much.

(*b*) Rewrite the following sentences, making the words in italics the **subject** of the sentences :—

1. The jugglar showed a *watch* to the audience.
2. The gardener has set *the seeds.*
3. The Chinese fly *kites.*
4. The hen has laid *two fine eggs.*
5. The dog ate *a dinner.*

II (*a*) *Use the* **antonyms** *of the following adjectives in sentences* :—

good, happy, bright, brave, strong.

(*b*) Write sentences containing the following words used in the plural number :—

wolf, story, goose, watch, ox.

III. Correct the following sentences:—

1. None of the performers have arrived.
2. They are older than us.
3. Neither he nor his sister are coming.
4. He ran hard so that he may be in time.
5. Khalida done her needlework very neatly.

IV. Write questions to which the following are suitable answers :—

1. About one month ago. 2. In the bazar. 3. At noon. 4. By train.

V. Complete the following sentences any way you like:—

1. Unless you tell me the truth——
2. Though he is poor——
3. He as well as I——
4. Ahmad is so sad——
5. Walk quickly lest——

VI. Give one word for the following expressions :—

1. A piece of land surrounded by water.
2. A man whose wife is dead.
3. One who is loyal to one's country.
4. A word similar in meaning to another.
5. One who walks on foot.

VII. Change the following into the interrogative :–

1. He does his work honestly.
2. The hen laid two fine eggs.
3. He left his watch in bis bed room.
4. He was liked by all.

CS CamScanner

VIII (*a*) *Analyse into clauses, giving the kind and function of each caluse*:—

I know a man who believed that he was the wisest man in the world.

(*b*) *Change the form of speech* :—

1. His father said, "you stupid boy, what have you done ? Why have you thrown away my money."
2. The teacher asked the boys why they had been absent the previous day.

IX (*a*) *Write a composition on any one of the following* :—

1. The morning walk.
2. My neighbour.
3. A railway journey.

(*b*) *Write a letter to your teacher asking for permission to stay away from school tomorrow.*

CamScanner

BOARD OF SECONDARY EDUCATION, LAHORE

ENGLISH PAPER II—1964

Time allowed : 3 hours Maximum marks: 100

1. (*a*) Give the past tense of any FOUR of the following verbs and then use them in sentences of your own:

(*i*) Buy (*ii*) Do (*iii*) Bleed (*iv*) Lose (*v*) Shake (*vi*) Write (*vii*) Awake (*viii*) Feel. 6

(*b*) Re-write any Five of the following sentences, as directed :

(*i*) Who taught you English? (Change into passive voice).

(*ii*) Iron is a useful metal. (Convert it into a negative sentence)

(*iii*) I, you and he are right. (Correct the sentence)

(*iv*) His house is opposite——mine. (Fill in the blank with an appropriate preposition)

(*v*) This is the house where——. (Complete the sentence)

(*vi*) He is going to some place. No one knows about it. (Combine these two sentences by using a noun clause)

(*vii*) Why have you come late to the school? (Answer the question)

(*viii*) One who is liked by all. (Give one word for this expression)

(*ix*) This question answer I cannot. (Improve the order of words)

(*x*) This ox is very lean. (Change the number) 5

2. Convert the following into Indirect form:

(*i*) The teacher said to the class, "Virtue is its own reward."

(*ii*) He said to me, "Can you show me the way to railway station?"

(*iii*) The rebele said to the king, "Kindly pardon my fault."

(*iv*) He said, "May God reward this act of yours."

(*v*) Sharif will say, "I cannot accompany you to the bank."

Or

Change the following into Indirect speech:

"Have you finished your lesson, Rashid ?" said Mr. Jamil to his son. "No, father," replied Rashid, hanging down his head. "Why not, my son?" "Because it is so difficult father: I am sure I shall never learn it." 10

3. (*a*) Correct any SIX of the following incorrect sentences:

(*i*) Mathematic is a difficult subject.

(*ii*) One should do his duty.

(*iii*) Who did you call?

(*iv*) I shall go there one day.

(*v*) He is M.A.

(*vi*) The hen has lain an egg.

(*vii*) He gave a test in English.

(*viii*) He hanged the map by the wall.

(*ix*) A week passed since I came here.

(*x*) He succeeded to win a prize.

(*xi*) He knows to swim.

(*xii*) I was disturbed by the braying of a horse.

(*b*) Analyse into clauses and give the function of each:

They lived among the low trees which I had planted in front of my house and chirped the whole day long.

Or

As the weather was bad and threatened to get worse, we stayed at home. 3

4. Write a paragraph of about Fifteen lines on any One of the following topics:

(*a*) A Morning Walk.

(*b*) A Lorry Stand.

(c) My Best Dream.

(*d*) How I Spent My Last Holiday.

(*e*) Your School Peon. 20

5. Write a letter to your friend asking him to lend you his camera.

Or

Write a story with the help of the following outline: 15

A hen lays a golden egg every day——greedy master wants to become rich very soon ——thinks of a strange plan——Moral.

6. (*a*) Re-write any Five of the following sentences after improving the order of words:

(*i*) I dislike in summer taking a hot bath.

(*ii*) I must let him not go.

(*iii*) I allowed him my bicycle for an hour to use.

(*iv*) The parents have for their children a great affection.

(*v*) The people for joy rang bells.

(*vi*) I ask your forgiveness for your having broken pen.

(*vii*) For his timely help grateful I am.

(*viii*) Life a bed of roses is not.

(*ix*) Will you what you have said repeat?

(*x*) He ran away he saw us as soon as. **5**

(*b*) Select any Two of the following sentences and fill up the blanks with appropriate prepositions:

(*i*) Fill this glass——water.

(*ii*) You are junior——me in age.

(*iii*) Exercise is necessary——health.

(*iv*) A son was born——him. **2**

(*c*) Two words are written against each sentence. Choose the right word and complete any Three of the following sentences:

(*i*) I bought five yards of——for my suit. (clothe, cloth)

(*ii*) People had to——in a queue for a long time. (weight, wait)

(*iii*) ——we shall go for a walk or not depends on his arrival. (weather, whether)

(*iv*) Unless you visit the place you cannot enjoy the——. (seen, scene)

(*v*) There is only one——of medicine in the bottle. (dose, doze)

(*vi*) This room also forms part of the——building. (mane, main) **3**

PAPER No. 12

BOARD OF EDUCATION 1965 GROUP I

Time allowed : 3 hours Maximum marks : 100

1. (*a*) *Give the past tense of any FOUR of the following verbs and then use them in sentences of your own:*

   (*i*) Stand (*ii*) Call (*iii*) Say (*iv*) Stop (*v*) Hold (*vi*) Fight. 6

   (*b*) *Re-write any Five of the following sentences, as directed :*

   (*i*) He—have to do it. (*Fill in the blank with 'shall' or 'will' whichever is correct*).

   (*ii*) What were you doing at nine last evening? (*Answer the question*)

   (*iii*) This is—shortest way to my school. *Fill in the blank with appropriate article*).

   (*iv*) He—always succeeds. (*Fill in the blank with an adjective clause*).

   (*v*) There is water in the jug. (*Convert into a negative sentence*).

   (*vi*) It rains today. (*Convert into an interrogative sentence*).

   (*vii*) These news are very good. (*Correct the sentence*). 5

2. *Convert the following into Indirect form :*

   (*i*) The boy said to the teacher, "May I leave the room, sir ?"

   (*ii*) He said to me, "Have you finished your work ?"

   (*iii*) "By God," I said, "I do not know where she lives."

   (*iv*) Aslam said to me, "I shall go to Lahore tomorrow."

   (*v*) He said to me, "Please return my book."

   Or

   "Did you enjoy the ride ?" asked Nasir.

   "Yes", said Zaheer, "I enjoyed it very much. Thank you very much, Nasir.

Let's go and look at the monkey now. We will enjoy it too." 10

3. (*a*) *Correct any SIX of the following incorrect sentences:*

(*i*) Do you eat fruits after your meal?

(*ii*) Ten miles are not a long distance.

(*iii*) He is older than me.

(*iv*) I am in wrong.

(*v*) What do you want to see ?

(*vi*) If he would have worked hard, he would have passed.

(*vii*) Please keep silence.

(*viii*) I work very hardly now-a-days.

(*ix*) I would rather to die than to beg.

(*b*) *Analyse into clauses and give the function of each:*

Winter is very cold in England, but the houses are usually very warn because they are built for the cold.

Or

When the queen bee dies, the other bees find a new one who becomes the ruler of the hive. 3

4. *Write a paragraph of about Ten to Fifteen lines on any One of the following topics:*

(*a*) My school Cycle-stand.

(*b*) A Quarrel between Two Students.

(*c*) A Morning Walk.

(*d*) A Beggar Boy.

(*e*) The Farmer. 20

5. *Write a letter to your friend asking him to lend you his bicycle for a day.*

Or

Write a story with the help of the following outline :

CS CamScanner

A hare is chased by dogs—has many friends—goes to each for help—all put him off—greatly worried—makes up mind to help himself—runs fast—saves life—Moral. 15

6. (*a*) *Complete any THREE of the following sentences :*

(*i*) I can't say when—

(*ii*) I know the boy—

(*iii*) He failed because—

(*iv*) You did not work hard, therefore—

(*v*) I shall be glad to— 6

(*b*) *Select any two of the following sentences and fill up the blanks with appropriate prepositions :*

(*i*) IS your brother — home ?

(*ii*) —when have you been working ?

(*iii*) He does not agree — me.

(*c*) *Two words are written against each sentence. Choose the right word and complete any Three of the following sentences :*

(*i*) He was—on December 36, 1902. (born, borne)

(*ii*) His father is an—man. (honorary, honourable)

(*iii*) May he rest in—? (piece, peace) 2

PAPER No. 13

Board of S. Education 1965 Group II

Time allowed : 3 hours Maximum marks : 100

1. (*a*) *Give the past tense of any FOUR of the following verbs and then use them in sentences of your own :*

(*i*) Pay (*ii*) Sit (*iii*) Lead (*iv*) Send (*v*) Beat (*vi*) Teach. 6

(*b*) Re-write any FIVE of the following sentences as directed :

(*i*) You——be punished for this. (*Fill in the blank with 'shall or will' whichever is correct*).

(*ii*) What are you going to do at nine this evening ? (Answer the question).

(*iii*) The rose is——beautiful flower. (*Fill in the blank with appropriate article*).

(*iv*) This is the man——I gave your book. (*Fill in the blank*).

(*v*) It rained heavily this morning. (*Convert into a negative sentence*).

(*vi*) She wrote a letter to me. (*Convert into an interrogative sentence*).

(*vii*) Physics are not as difficult as mathematios. (*Correct the sentence*). 5

2. *Convert the following sentences into Indirect form* :

(*i*) He said to me, "Will you lend me your watch ?"

(*ii*) The Superintendent said, "Stop writing, boys ?"

(*iii*) "How beautiful your feathers are ?" said the fox to the crow.

(*iv*) She said to me, "May God reward this act of yours."

(*v*) The teacher says to me, 'If you don't work hard, you will fail."

Or

"Oh! Thank you," said Mrs. Shaikh. "They are my favourite sweets. It was good of you to bring them for me. Did you get them from a clean shop ?" Oh "yes," said Nasir. I do not think there are any germs on them". 10

3. (*a*) *Correct any Six of the following incorrect sentences*:

(*i*) They lost the match by one run and an inning

(*ii*) This is the cheapest of the two books.

(*iii*) Will you give me a blotting ?

(iv) Have you headache ?

(v) Let you and I go to the railway station.

(vi) He hanged his coat on the Peg.

(vii) He will earn a lot of money if he will go to Karachi.

(viii) I hate him coming here often. 6

(ix) Your cap is like me.

(b) *Analyse into clauses and give the function of each* :

When they had burnt their boats. Tariq heard one of his soldiers saying, "We may never see our homes again."

Or

All the soldiers drew their swords and shouted with one voice. "We are Muslims." 3

4. *Write a paragraph of about Fifteen lines on any One of the following topics* :

(a) An Evening Walk.

(b) An Accident.

(c) A Street Hawker.

(d) Our School Gardener (mali).

(e) A Bus-stand. 20

4. *Write a letter to your father requesting him to send you some money.*

Or

Write a story with the help of the following outline :

A lion asleep in the forest—a mouse jumps on him—caught by the lion—begs for mercy—the lion spares its life—the lion caught in a net—mouse cuts net with its teeth—lion freed—Moral.

6. (*a*) *Complete any Three of the following sentences ?*

(*i*) It is too hot to——

(*ii*) This is the time when——

(*iii*) As soon as the teacher entered the room,——

(*iv*) No sooner did he see me,——

(*v*) Here is the man who——

(*b*) *Select any Two of the following sentences and fill up the blanks with appropriate prepositions :*

(*i*) I shall wait for you——six o'clock.

(*ii*) ——which class do you read ?

(*iii*) I congratulated him——his success.

(*c*) *Two words are written against each sentence. Choose the right word and complete any TWO of the following sentences :*

(*i*) We live on the first——of the house, (floor, flour)

(*ii*) I left Karachi a——ago. (week, weak)

(*iii*) The——is very fine today, (whether, weather)

Note.—Hints for paper 13. Papers 11 and 12 are similar and can be solved with the help of this book.

Q. 1. (*a*) See Chart No. 1. Pay—paid—I *paid* my school fees yesterday.

(*b*) (*i*) Shall, (*ii*) I shall attend a tea-party this evening. (*iii*) or (*iv*) whom (*v*) It did not rain (*vi*) Did she write a letter to me? (*vii*) Physics is not........

Q. 2. (*i*) He asked me if I would lend him my watch.

(*ii*) The Superintendent ordered the boys to stop writing.

CamScanner

(*iii*) The fox said to the crow that its feathers were very beautiful.

(*iv*) She prayed to God that He might reward this act of mine

(*v*) The teacher tells me that I shall fail if I don't work hard.

Or

Mrs. Shaikh was very glad to thank Nasir saying that those were her favourite sweets and it was good of him to bring them for her. She then asked him if he had got them from a clean shop. Nasir replied that he did and he was sure that there were no germs on them.

Q. 3. (*a*) (*i*) innings (*ii*) Cheaper (*iii*) a blotting paper (*iv*) a headache (*v*) Let you and me go......(*vi*) hung (*vii*) if he goes to Karachi, (*viii*) I hate his coming here often. (*ix*) like mine.

(*b*) 1. Tariq heard one of his soldiers saying. (Principal)

2. "We may never see our homes again." (Noun clause—object to the verb 'saying').

3. When they had burnt their boats. (Adverbial clause—showing time).

Or

1. All the soldiers drew their swords. (Principal clause).

2. And shouted with one voice. (Co-ordinate to (1)).

3. "We are Muslims". (Noun clause—object to the verb shouted in (2)).

Q. 4. See page 374 for 'An Accident' and page 368 for "A Street Hawker".

Q. 5. See page 310 for the letter p. 294 for the story.

Q. 6. (*a*) (*i*) to go out (*ii*) he is at home (*iii*) the boys stood up (*iv*) than be ran away (*v*) killed the lion.

(*b*) (*i*) at (*ii*) in (*iii*) on

(*c*) (*i*) floor (*ii*) week (*iii*) weather. Also see chart No. 9 and its exercises.

CamScanner

PART III

TRANSLATION FROM URDU INTO ENGLISH

CHAPTER VIII

A. Teaching Exercises

Exercise No. 1

Am, is, are

Models : I am a boy. We are boys. You are a man. He is a teacher. She is a girl. Ahmad is a poet. Tahira is a woman. They are students. Ahmad and Aslam are students.

A (۱) میں ایک غریب آدمی ہوں (۲) وہ امیر آدمی ہے (۳)
وہ خوبصورت لڑکی ہے (۴) میں بھوکا ہوں (۵) وہ پیاسا
ہے (۶) وہ جلاہے ہیں (۷) میرا والد ڈاکٹر ہے (۸) اس
کا بھائی درزی ہے (۹) یہ ان کی دواتیں ہیں (۱۰) یہ
ایک بڑا درخت ہے (۱۱) وہ تمہارا قلم ہے (۱۲) یہ
ہمارے بستے ہیں (۱۳) یہ اس لڑکی کی پنسل ہے (۱۴) وہ
چالاک لڑکا ہے (۱۵) یہ مکھن سفید ہے (۱۶) وہ دودھ
گرم ہے (۱۷) اختر آج غیر حاضر ہے (۱۸) وہ سست لڑکی
ہے (۱۹) وہ میرے والد صاحب ہیں (۲۰) وہ دانا عورت
ہے -

B (۱) ناشتہ تیار ہے (۲) میں تم سے دو سال بڑا ہوں (۳) مری
ایک پر فضا پہاڑی مقام ہے (۴) جمیل کو کرکٹ
کھیلنے کا بہت شوق ہے (۵) یہ افواہ بالکل غلط ہے -

Hints

A. (1) Poor. (2) Rich. (3) Pretty. (4) Hungry. (5) Thirsty. (6) Weavers. (8) Tailor. (12) Satchels. (14) Clever. (15) Butter. (20) Wise.

B. *Typical sentences* : (1) Breakfast. (2) Senior in Age. (3) Lovely hill station. (4) Fond of. (5) Rumour.

CamScanner

Exercise No. 2

am, is, are (*negative and interrogative*)

Models : He is not a clever boy. She is not a student. Is he a good boy? Are they good players? Is he not a fool?

A (۱) وہ ایک دیانتدار آدمی ہے - وہ دیانتدار نہیں ہے - کیا وہ دیانتدار ہے - کیا وہ دیانتدار نہیں ہے -

(۲) سیب اچھا پھل ہے - سیب اچھا پھل نہیں ہے - کیا سیب اچھا پھل ہے - کیا سیب اچھا پھل نہیں ہے -

(۳) میں اچھا لڑکا ہوں - میں اچھا لڑکا نہیں ہوں - کیا میں اچھا لڑکا ہوں - کیا میں اچھا لڑکا نہیں ہوں -

(۴) تم غریب آدمی ہو - تم غریب نہیں ہو - کیا تم غریب ہو - کیا تم غریب نہیں ہو -

(۵) ہم محنتی طالب علم ہیں - ہم محنتی طالب علم نہیں ہیں - کیا ہم محنتی طالب عام ہیں -

B (۱) یہ چاقو تیز نہیں ہے (۲) یہ اس کی کتاب نہیں ہے (۳) کیا یہ تازہ مکھن ہے ؟ (۴) کیا وہ تمھارا دوست نہیں ہے (۵) کیا حامد آج سکول میں حاضر ہے (۶) نہر کا پانی صاف نہیں ہے (۷) کیا تم آج بیمار ہو (۸) کیا ہم تمھارے دوست نہیں (۹) وہ لڑکی ہوشیار نہیں ہے -

C (۱) وہ کیا کام کرتا ہے (۲) یہ کس کی کتاب ہے (۳) تمھارا بھائی آج کل کہاں ہے (۴) آپ کے مزاج کیسے ہیں (۵) آج گاڑی لیٹ کیوں ہے - (۶) کرسی پر کون ہے - (۷) تمھارا مکان کونسا ہے -

Hints

A. (1) Honest. (2) Apple. (5) Industrious.

B. (3) Fresh butter. (6) Canal.

C. *Use of interrogative pronouns* : (1) What is he ? (4) How are you ? (6) Who. (7) Which.

Exercise No. 3

was and were

Models ; I was ill yesterday. They were good players. We were friends. She was a queen. He was not a rich man.

A (۱) میں کل یہاں تھا ۔ میں کل یہاں نہ تھا ۔ کیا کل میں یہاں تھا ۔ کیا میں کل یہاں نہیں تھا ۔

(۲) ہم کل ملتان تھے ۔ ہم کل ملتان نہ تھے ۔ کیا ہم کل ملتان تھے ۔ کیا کل ہم ملتان نہیں تھے ۔

(۳) وہ دیانتدار آدمی تھے ۔ وہ دیانتدار آدمی نہیں تھے ۔ کیا وہ دیانتدار آدمی تھے ۔ کیا وہ دیانتدار آدمی نہ تھے ۔

(۴) اس کا بھائی کسان تھا ۔ اس کا بھائی کسان نہ تھا ۔ کیا اس کا بھائی کسان تھا ۔

(۵) وہ ایک غریب عورت تھی ۔ وہ غریب عورت نہ تھی ۔ کیا وہ غریب عورت تھی ۔ کیا وہ غریب عورت نہ تھی ۔

B (۱) میرا بھائی ڈاکٹر تھا (۲) اس کے ساتھی بیوقوف تھے (۳) کیا افضل غریب آدمی کا لڑکا تھا (۴) کیا تم کل سکول میں حاضر نہ تھے (۵) اس کا استرا تیز نہیں تھا (۶) کیا تمہارے صندوق بھاری تھے (۷) میں پچھلے سال دسویں جماعت میں تھا (۸) تم پرسوں کہاں تھے (۹) اس کا باپ ایک مشہور شاعر تھا (۱۰) ہم کل رات اپنے گھر میں تھے ۔

Hints

A. (4) Farmer. B. (2) Companions. (5) Razor. (6) Heavy. (8) Day before yesterday. (9) Famous poet. (10) Last night.

Exercise No. 4

(Use of 'there' and it with the verb *to be*)

Models : There is a boy in the room. There are three girls in the room. There was a man on the road. There were many men on the road. It is very fine today. It was cloudy yesterday.

A (۱) دفتر میں ایک کرسی ہے۔ دفتر میں کرسی نہیں ہے۔ کیا دفتر میں کرسی ہے۔ کیا دفتر میں کرسی نہیں ہے۔
(۲) ہماری جماعت میں تیس لڑکے ہیں۔ کیا ہماری جماعت میں تیس لڑکے ہیں۔ ہماری جماعت میں کوئی لڑکا نہیں۔
(۳) آج مطلع صاف ہے۔ آج مطلع صاف نہیں ہے۔ کیا آج مطلع صاف ہے۔ کیا آج مطلع صاف نہیں ہے۔

B (۱) دفتر میں کوئی استاد نہ تھا (۲) اس درخت پر بہت سے پرندے ہیں۔ (۳) اس گھر میں دو میزیں تھیں۔ (۴) اس تصویر میں ایک گھوڑا اور دو آدمی ہیں۔ (۵) اس قصبے میں کوئی قابل ڈاکٹر نہ تھا۔ (۶) ہمارے گاؤں میں ایک ڈاکخانہ ہے۔ (۷) کیا اس گھر میں کوئی عورت نہ تھی۔ (۸) کیا تمہارے گھر میں کوئی مرغی ہے۔ (۹) تالاب میں کوئی مچھلی نہ تھی۔

C (۱) دس بج چکے ہیں۔ (۲) اب بہت دیر ہو چکی ہے۔ (۳) آج بہت گرمی ہے۔ (۴) کمرے میں بہت حبس ہے۔ (۵) چور کو پکڑنا آسان کام نہ تھا۔ (۶) سچ بولنا اچھا ہے۔ (۷) کل بہت سردی تھی۔ (۸) اس پر بھروسہ کرنا عقلمندی نہیں۔ (۹) دریا پار کرنا مشکل کام تھا۔ (۱۰) کیا کمرے میں اندھیرا ہے۔ (۱۱) رات کو موسم خوشگوار تھا۔

Hints

A. (3) It is fine today. B. (4) Able doctor. (9) There was no fish in the tank. C. (4) It is very close in the room. (5) It was not easy to catch the thief. (11) Pleasant.

CamScanner

Exercise No. 5

(has, have, had)

Models : I, we or you have a book. He, she or Ahmad has a book. They have a book. She had one brother.

A (۱) میرے پاس ایک بلی ہے - (۲) اس کے پاس ایک کتا ہے - (۳) گائے کی چار ٹانگیں ہوتی ہیں - (۴) اسلم کے سر میں سخت درد ہے - (۵) پچھلے سال میرے پاس دو نوکر تھے - (۶) اس لڑکے کو سخت زکام تھا - (۷) اس لڑکی کے دو بھائی ہیں - (۸) بعض شہروں کے بازار بہت گندے ہوتے ہیں - (۹) میرے پاس ایک گھڑی ہے - (۱۰) ہمارے پاس چار آم ہیں - (۱۱) میرے باپ کے پاس ایک عمدہ گھوڑا تھا - (۱۲) گارڈ کے پاس ایک سبز جھنڈی تھی - (۱۳) چوروں کے پاس تیز چاقو تھے - (۱۴) ہمارے پڑوسی کے پاس ایک اچھا مکان ہے - (۱۵) ہمارے پاس دس انڈے ہیں -

B (۱) اکبر کے پاس ایک لمبی چھڑی تھی - (۲) ہمیں اتوار کو سکول جانا پڑتا ہے - (۳) اسے مکان خالی کرنا پڑا - (۴) ہمیں اپنے باغیچے کی نگرانی کرنا پڑتی تھی - (۵) مجھے سویرے اٹھنا پڑتا ہے - (۶) مجھے کل بخار ہوگیا تھا -

Hints

A. (4) Severe headache. (6) Bad cold. (8) Dirty.

B. *Typical Sentences.* (3) Had to vacate the house. (4) Look after. (6) I had fever yesterday.

Exercise No. 6

(have, has, had,) *Negative and Interragative Sentences*

Models : I have no book. He has no money. Have you a pen ? Has she a watch ? Had he a dog ?

A (۱) کیا آپ کے پاس کوئی اچھا گھوڑا ہے - (۲) نہیں - میرے پاس کوئی اچھا گھوڑا نہیں -

(۲) میرے پاس ایک میز ہے - میرے پاس میز نہیں ہے - کیا میرے پاس میز ہے - کیا میرے پاس میز نہیں ہے -

(۳) ان کے پاس بہت روپیہ تھا - ان کے پاس کوئی روپیہ نہیں تھا - کیا ان کے پاس روپیہ تھا - کیا ان کے پاس روپیہ نہ تھا -

B (۱) تم میں سے کس کے پاس کتاب ہے - (۲) مسافر کے پاس ٹکٹ نہ تھا - (۳) کیا تمہیں آج بھوک نہیں ہے - (۴) کیا ان کے پاس کوئی تصویر ہے - (۵) اس کا کوئی لڑکا نہیں - (۶) کیا تمہارے باپ کے پاس کوئی نوکر نہ تھا - (۷) اس فقیر کے پاس کوئی پیسہ نہیں - (۸) تمہارے کتنے بھائی ہیں - (۹) اس کی کتنی بہنیں ہیں - (۱۰) اس عورت کے کتنے بچے ہیں - (۱۱) اس کا کوئی دوست نہیں - (۱۲) ارشد کے پاس تو ایک دمڑی بھی نہ تھی - (۱۳) کیا تمہارے بھائی کے پاس کوئی پالتو جانور ہے - (۱۴) کیا تمہیں کل بخار تھا - (۱۵) پچھلے سال اس کے پاس کوئی کار نہ تھی -

Hints

B. (1) Which of you. (2) Passenger. (3) Appetite. (12) Not a penny. (13) Pet. (15) Last year.

Exercise No. 7

Present Indefinite Tense (فعل حال)

N.B.—Use the first form of the Verb.

Models : I, we or you write a letter. He, she or Ahmad *writes* a letter. They write a letter.

A (۱) سورج مشرق سے نکلتا ہے اور مغرب میں غروب ہوتا ہے ۔ (۲) ہم پانچ وقت نماز پڑھتے ہیں ۔ (۳) میں ہر روز سیر کو جاتا ہوں ۔ (۴) ہم شام کو فٹ بال کھیلتے ہیں ۔ (۵) احمد دس بجے سوتا ہے ۔ (۶) ثریا آٹھ بجے سوتی ہے ۔ (۷) گاڑی تیز چلتی ہے ۔ (۸) وہ تصویر کھینچتی ہے ۔ (۹) اختر گاتا ہے ۔ (۱۰) اسلم اور افضل سبق یاد کرتے ہیں ۔ (۱۱) میرا چھوٹا بھائی آٹھویں میں پڑھتا ہے ۔ (۱۲) میری بڑی بہن دسویں میں پڑھتی ہے ۔ (۱۳) اس کے دو بھائی لاہور میں رہتے ہیں ۔ (۱۴) ماسٹر صاحب سبق پڑھاتے ہیں ۔ (۱۵) چپڑاسی گھنٹی بجاتا ہے ۔

B (۱) دو اور دو چار ہوتے ہیں ۔ (۲) وہ تمام باتوں میں مجھ سے مشورہ کرتا ہے ۔ (۳) تم واقعی اس انعام کے حقدار ہو ۔ (۴) وہ جتنا کماتا ہے اتنا ہی خرچ کر دیتا ہے ۔ (۵) وہ مجھے اپنا بھائی سمجھتا ہے ۔ (۶) تم فضول بکتے ہو ۔ (۷) میں آپ سے معافی مانگتا ہوں ۔

Hints

A. (1) Rises, sets. (2) Say prayers (8) Picture.

B. *Typical Sentences* : (2) Consults. (3) Deserve. (5) Look upon me. (6) Talk rot. (7) Beg pardon.

Exercise No. 8

Present Indefinite (*Negative and Interrogative*)

Models : I see. I do not see. He drinks. He does not drink. They eat. They do not eat. Ahmad goes. Ahmad does not go. Do I see? Does he drink ?

A (۱) بچہ سڑک پر دوڑتا ہے - بچہ سڑک پر نہیں دوڑتا - کیا بچہ سڑک پر دوڑتا ہے - کیا بچہ سڑک پر نہیں دوڑتا -
(۲) میں اپنے بھائی سے محبت کرتا ہوں - میں اپنے بھائی سے محبت نہیں کرتا - کیا میں اپنے بھائی سے محبت کرتا ہوں - کیا میں اپنے بھائی سے محبت نہیں کرتا -
(۳) یہ لڑکی روتی ہے - یہ لڑکی نہیں روتی - کیا یہ لڑکی روتی ہے - کیا یہ لڑکی نہیں روتی -

B (۱) کیا جولاھا کپڑے بنتا ہے (۲) کیا تم پتنگ اڑاتے ہو (۳) کیا یہ مرغی انڈا نہیں دیتی (۳) یہ استاد صاحب اچھا نہیں پڑھاتے (۵) ہم تیرنا نہیں جانتے (۶) مجھے یہ کتاب پسند نہیں (۷) اکبر اپنا وقت ضائع نہیں کرتا (۸) شریر لڑکے استادوں کی عزت نہیں کرتے (۹) گائے گوشت نہیں کھاتی (۱۰) کیا اسلم دودھ پیتا ہے -

C (۱) تمہارا بھائی کہاں رہتا ہے (۲) دروازہ کون کھٹکھٹاتا ہے (۳) تمہارا سکول کس وقت کھلتا ہے (۴) وہ کیا کھاتے ہیں (۵) تم ہفتہ میں کیا کماتے ہو (۶) تم کونسی وردی پسند کرتے ہو - (۷) تم اپنے دوست سے کیوں جھگڑتے ہو -

Hints

B. (1) Weave. (3) Lay eggs. (8) Naughty boys do not respect. (9) Meat.

C. (2) Knocks. (5) Earn (6) Uniform (7) Quarrel.

Exercise No. 9

Past Indefinite Tense (ماضی مطلق)

N.B.—*Use the second form of the Verb.*

Models : I caught a bird. He caught a bird. Abdullah caught a bird. We saw a lion. They wrote a letter.

(۱) میں نے خط لکھا (۲) تم سکول گئے (۳) انھوں نے دو گھوڑے خریدے (۴) ہم نے ہاکی کا میچ جیتا (۵) فیروز انگریزی میں اول رہا (۶) اندھا فقیر کوئیں میں گر پڑا (۷) اس لڑکی نے میری دوات توڑ دی (۸) وہ اپنے گھر سے کرسیاں لائے (۹) کتے نے بلی کا پیچھا کیا (۱۰) میں نے اس سے ایک سوال پوچھا (۱۱) جہاز سمندر میں ڈوب گیا (۱۲) وہ میرا نام بھول گئے (۱۳) غنی پچھلے سال میٹرک میں فیل ہوگیا (۱۴) چور جیل سے بھاگ نکلا (۱۵) کل بارش ہوئی (۱۶) استاد صاحب نے لڑکوں کو سزا دی (۱۷) ماسٹر صاحب نے ہمیں سبق پڑھایا (۱۸) میں نے اس کی نصیحت پر عمل کیا (۱۹) اس کی گھڑی کہیں گر پڑی (۲۰) مجھے ٹھنڈے غسل کا بہت لطف آیا (۲۱) وہ میرے پیچھے پیچھے آیا (۲۲) میرا انگلستان جانے کا ارادہ تھا ۔

Hints

(5) Stood first, (9) Chased. (11) Sank. (14) Escaped from the jail. (18) Acted upon his advice. (19) Dropped. (20) Enjoyed the cold bath. (21) Followed. (22) Intended.

Exercise No. 10.

Past Indefinite (*Negative and Interrogative*)

Models: I saw a lion. I did not see a lion. Did I see a lion? Did I not see a lion or Did not I see a lion?.

A (۱) میں نے اسے ایک گھوڑا دیا - میں نے اسے گھوڑا نہ دیا - کیا میں نے اسے گھوڑا دیا - کیا میں نے اسے گھوڑا نہیں دیا -

B (۱) کیا تم کل کاڑی سے رہ گئے تھے (۲) اس نے کل دعویٰ دائر نہیں کیا (۳) کیا تم اس کی شادی میں شامل ہوئے تھے - (۴) انہوں نے مجھے نہ جانے دیا (۵) کیا تم نے یہ خبر سنی (۶) اس نے مجھے ایک پائی بھی ادھار نہیں دی (۷) کیا تمیں ابا جان نے سزا دی تھی (۸) کیا بچے کو اس کی ماں نے پیٹا (۸) اس نے اپنا وعدہ پورا نہ کیا (۱۰) کیا اس نے تمہیں کتاب واپس کر دی (۱۱) کیا تم نے بنک سے روپیہ قرض لیا -

C (۱) بارش کب ہوئی (۲) اس نے کیا خریدا (۳) تمہیں اس نے کیوں مارا (۴) تمہیں یہ کتاب کس نے دی (۵) اس نے تالا کیوں توڑا -

Hints

B. (1) Miss. (2) Did not file the suit. (3) Join. (6) Did not lend a penny. (9) Keep promise. (11) Borrow.

C. *Use of Interrogative Pronouns.* (1) When (2) What. (3) Why. (4) Who. (5) Pick the lock.

Exercise No. 11

Future Indefinite (فعل مستقبل)

N.B.—Use the first form of the verb with *shall* and *will.*

Models: I or we shall write. He, she, you, or they will write. I shall not write. Shall I write ?

A (۱) میں کل ملتان جاؤنگا (۲) وہ کل واپس آنے کا (۳) تم کل گھر جاؤگے (۴) کسان کھیت میں هل چلائیگا (۵) وہ ناشتہ کریگی (۶) هم اسلم کے ساتھ کھیلینگے (۷) همیں زکام هوجائیگا (۸) میں تم سے مل کر خوش هونگا (۹) وہ آگ جلائیگی (۱۰) میں تمھیں ایک تصویر دکھاؤنگا (۱۱) هم دیر سے اٹھینگے (۱۲) هم امتحان میں کامیاب هوجائینگے (۱۳) میں کل آپ کا حساب چکا دونگا (۱۴) رشید مجھے کل ملیگا (۱۵) وہ اگلے سال دس سال کی هو جائیگی (۱۶) میں اسے خط لکھونگا (۱۷) تم یہ سوال حل کر لوگے (۱۸) میں آپ کی مهربانی کا مشکور هونگا (۱۹) کمشنر صاحب جلسے کی صدارت کرینگے -

B (۱) میں تانگا کرایہ پر نہیں لونگا (۲) وہ خط نہیں لکھیگا (۳) میں کتے کو نہیں مارونگا (۴) کیا تم مجھے اپنی کتاب دوگے (۵) کل چھٹی نہیں هوگی (۶) کیا میں وقت پر سکول پہنچ جاؤنگا (۷) کیا اسلم انعام حاصل کریگا (۸) هم کانا نہیں کائینگے (۹) کیا یہ غریب آدمی آج بھوکا رهیگا -

Hints

A. (4) The farmer will plough the field. (5) Breakfast (7) Catch cold. (9) Light fire. (13) Settle the account. (17) Solve the sum. (19) Preside over the function.

B. (1) Hire (5) Holiday (7) Prize (8) Starve.

Exercise No. 12

Three Indefinite Tenses

A (۱) میں سکول جاتا ھوں ۔ میں سکول گیا ۔ میں سکول جاؤنگا ۔
(۲) هم ورزش کرتے هیں ۔ هم نے ورزش کی ۔ هم ورزش کرینگے ۔
(۳) وہ بڑوں کا ادب کرتا ھے ۔ اس نے بڑوں کا ادب کیا ۔ وہ بڑوں کا ادب کریگا ۔
(۴) میں یه کتاب پسند نہیں کرتا ۔ میں نے یه کتاب پسند نہیں کی ۔ میں یه کتاب پسند نہیں کرونگا ۔
(۵) کیا وہ اپنا وعدہ پورا کرتا ھے ۔ کیا اس نے اپنا وعدہ پورا کیا ۔ کیا وہ اپنا وعدہ پورا کریگا ۔
(۶) زید اپنے والدین کا حکم مانتا ھے ۔ زید نے اپنے والدین کا حکم مانا ۔ زید اپنے والدین کا حکم مانے گا ۔
(۷) وہ ایک گائے بیچتے ھیں ۔ انہوں نے ایک گائے بیچی ۔ وہ ایک گائے بیچیں گے ۔

B (۱) اس نے اپنا مکان فروخت کر دیا (۲) وہ محنت نہیں کرتے (۳) میں تمہیں کل ملونگا (۴) انہوں نے باغ میں ایک بڑا مکان بنایا (۵) هم اپنے گاؤں میں ایک کنواں کھودینگے (۶) عبداللہ کار چلانا نہیں جانتا (۷) مرغی نے انڈا دیا (۸) اس نے مجھے بہت سی گالیاں دیں (۹) اجمل اور افضل دونو ایک ھی سکول میں پڑھتے ھیں (۱۰) میں آج کل باھر نہیں سوتا ۔

Hints

A. (2) Take exercise. (3) Respect the elders. (5) Keep promise. (6) Obey.

B. (2) Work hard. (5) Dig a well. (6) Drive (7) Lay an egg. (8) Gave much abuse 10) In the open.

Exercise No. 13

Present and Past Continuous Tenses.

N.B.—Use the fourth form of the Verb with the verb **to be.**

Model: I am reading. We or you are reading. He, she or Ahmad is reading. I was reading. You were reading. He was reading. They were reading. I am not reading. I was not reading. Am I reading? Was I reading? Are they reading? Is he running? What are you doing?

A (۱) وہ پڑھ رہا ہے - (۲) میں لکھ رہا ہوں - (۳) وہ ہنس رہی ہے - (۴) مینہ برس رہا ہے - (۵) ہم اپنا سبق یاد کر رہے ہیں - (۶) گھوڑے کھیت میں چر رہے ہیں - (۷) کیا تم خط لکھ رہے ہو - (۸) وہ کھانا نہیں کھا رہا - (۹) کیا وہ وہاں جا رہا ہے - (۱۰) کیا تم اپنا وقت ضائع کر رہے ہو - (۱۱) کیا میں سچ نہیں بول رہا - (۱۲) وہ تصویر نہیں دیکھ رہے ہیں - (۱۳) کسان کھیتوں میں ہل چلا رہے ہیں - (۱۴) لڑکے میدان میں کھیل رہے ہیں - (۱۵) ماں کرسی پر بیٹھی ہے - (۱۶) باپ چارپائی پر لیٹا ہے -

B (۱) قادر تیز دوڑ رہا تھا - (۲) میں تمہارا انتظار کر رہا تھا - (۳) مالی پودوں کو پانی دے رہا تھا - (۴) کیا وہ شور کر رہے تھے - (۵) وہ سکول نہیں جا رہا تھا - (۶) تم جھوٹ بول رہے تھے - (۷) استاد حاضری لگا رہا تھا - (۸) عورتیں دریا میں نہا رہی تھیں - (۹) بچہ انگوٹھا چوس رہا تھا -

Hints

A (5) Learning (6) Grazing (8) Taking meals (10) Wasting. (11) Truth. (16) Lying in bed.

B (1) Running fast (3) Watering plants (7) Calling the roll (9) Sucking the thumb.

Exercise No. 14

Present Continuous & Present Perfect Continuous.

N.B.—Time is always *expressed* in P. Perfect Continuous.

Examples

1.	I am waiting for you.	میں آپ کا انتظار کر رھا ھوں -
2.	I have been waiting for you since morning.	میں آپ کا صبح سے انتظار کر رھا ھوں -
3.	I have been waiting for you for two hours.	میں آپ کا دو گھنٹے سے انتظار کر رھا ھوں -
4.	Is he reading?	کیا وہ پڑھ رھا ھے -
5.	Has he been reading since 2 O'clock?	کیا وہ دو بجے سے پڑھ رھا ھے -

(۱) میں ایک تجویز سوچ رھا ھوں - میں دو گھنٹے سے ایک تجویز سوچ رھا ھوں - (۲) لڑکے کھیل رھے ھیں - لڑکے تین گھنٹے سے کھیل رھے ھیں - (۳) بچہ رو رھا ھے - بچہ ایک گھنٹے سے رو رھا ھے - (۴) اسلم اس سکول میں پڑھ رھا ھے - اسلم اس سکول میں یکم اپریل سے پڑھ رھا ھے - وہ اس سکول میں تین سال سے پڑھ رھا ھے - (۵) کیا تم صبح سے کام کر رھے ھو - (٦) پانی کا نلکہ نہیں چل رھا ھے - پانی کا نلکہ سات بجے سے نہیں چل رھا ھے - (۷) کیا وہ پچھلے دوماہ سے ھوٹل چلا رھا ھے - (۸) میں اپنے لڑکے کو تین سال تک گھر پڑھاتا رھا ھوں - (۹) وہ اپنے گمشدہ لڑکے کی تلاش کر رھا ھے - وہ کل رات سے اس کی تلاش کر رھا ھے - (۱۰) میری ان کی چھ ماہ سے بول چال نہیں ھے - (۱۱) تم یہاں کب سے ھو - میں کل سے یہاں ھوں -

Hints

(1) a plan (6) water tap (7) managing the hotel (9) searching for the lost child (10) on speaking terms (11) since how long. Have been here since yeterday.

Exercise No. 15

Present Perfect Tense (ماضی قریب)

N.B.—Use the third form of the Verb with have or has.

Models : I, we or you have written a letter.

He, she or Ahmad *has written* a letter.

(۱) میں نے اپنا سبق یاد کر لیا ہے - (۲) انہوں نے اپنا وعدہ پورا کیا ہے - (۳) اس نے اپنا کام ختم کر لیا ہے - (۴) تم امتحان میں فیل ہو گئے ہو - (۵) ہم اپنی منزل مقصود پر پہنچ گئے ہیں - (۶) تم نے مجھے گالیاں دیں ہیں - (۷) اسلم نے اپنا فرض ادا کر دیا ہے (۸) انہوں نے ایک اور کتاب نکال دی ہے - (۹) ہم نے اس کو اگلی جماعت میں ترقی دیدی ہے - (۱۰) وہ اپنے کرتب دکھا چکا ہے - (۱۱) باورچی نے کھانا تیار کر لیا ہے - (۱۲) اس نے دس روپے کا نوٹ پیش کیا ہے - (۱۳) انہوں نے جلد ادائیگی پر زور دیا ہے - (۱۴) میں گاڑی سے رہ گیا ہوں - (۱۵) مجھے اپنی غلطی معلوم ہو گئی ہے - (۱۶) ظفر نے استاد صاحب کو ناراض کر لیا ہے - (۱۷) انہوں نے مجھے آسامی پیش کی ہے - (۱۸) اس عورت نے بنک میں حساب کھول دیا ہے - (۱۹) لاہور میں ایک بینک فیل ہو گیا ہے - (۲۰) ہم نے میچ جیت لیا ہے -

Hints

A. *Verbs Used* : (1) Learn. (2) Fulfil (3) Finish. (4) Fail (5) Reach the destination. (6) Abuse. (7) Done his duty. (8) Produced. (9) Promoted. (10) Performed. the tricks (11) Prepared (12) Presented (13) Pressed for early payment. (14) Missed. (15) Noticed. (16) Offended. (17) Offered. (18) Opened an account.

Exercise No. 16

Present Perfect (*contd*).

(*Negative & Interrogative*)

Model : Have you seen a lion? I have not seen a lion. He, she or Akram has not seen a lion. Has she seen a lion?

(۱) انہوں نے اپنا وعدہ پورا نہیں کیا ہے - (۲) کیا تم نے روپیہ واپس نہیں کیا - (۳) کیا وہ دیر سے نہیں آیا ہے - (۴) یہ خبر کون لایا ہے - (۵) اختر نے میرے خط کا جواب نہیں دیا ہے - (۶) کیا مسافروں نے ٹکٹیں خرید لی ہیں - (۷) تم نے کتاب ختم کر لی ہے - تم نے کتاب ختم نہیں کی - کیا تم نے کتاب ختم کر لی ہے - کیا تم نے کتاب ختم نہیں کی ہے - (۸) ہم نے یہ مکان بیچ دیا ہے - ہم نے یہ مکان نہیں بیچا ہے - کیا ہم نے یہ مکان بیچا ہے - کیا ہم نے یہ مکان نہیں بیچا ہے - (۹) موسم سرما شروع ہو گیا ہے - موسم سرما شروع نہیں ہوا - کیا موسم سرما شروع ہوا ہے - کیا موسم سرما شروع نہیں ہوا ہے - (۱۰) اس کا غصہ نرم ہو گیا ہے - اس کا غصہ نرم نہیں ہوا ہے - کیا اس کا غصہ نرم ہو گیا ہے - کیا اس کا غصہ نرم نہیں ہوا ہے - (۱۱) گھڑی نے ابھی دس نہیں بجائے ہیں - (۱۲) کیا تم نے نظم یاد کر لی ہے - (۱۳) کیا استاد صاحب نے سبق پڑھا دیا ہے - (۱۴) کیا تم پچھلے دو سال سے یہاں نہیں رہتے - (۱۵) میں نے آپ پر کوئی احسان نہیں کیا ہے -

Hints

(1) Fulfilled (2) Returned. (4) Brought. (5) Replied. (6) Bought. (11) Struck ten. (12) Memorised. (13) Taught. (15) Done you no favour.

C

Exercise No. 17

Past Perfect Tense (ماضی بعید)

N. B.—Use the third form of the Verb with **had**

1. When I reached the station the train **had** left.	جب میں اسٹیشن پر پہنچا گاڑی جا چکی تھی ۔
2. He **had** gone to sleep before I came.	میرے آنے سے پہلے وہ سو گیا تھا ۔
3. He had not seen a lion before.	اس نے شیر پہلے کبھی نہیں دیکھا تھا ۔
4. It had stopped raining before we went out.	ہمارے باہر جانے سے پہلے بارش بند ہو چکی تھی ۔
5. Had the rain stopped before you reached home?	کیا تمہارے گھر پہنچنے سے پہلے بارش ختم ہو چکی تھی ۔

(٦) ڈاکٹر صاحب کے آنے سے پہلے مریض مر چکا تھا۔ (٧) میرے سکول پہنچنے سے پہلے گھنٹی بج چکی تھی ۔ (٨) جب آپ مجھے ملے تو میں یہ کتاب خرید چکا تھا ۔ (٩) اس نے مجھے بتلایا کہ وہ میرے بھائی کو نہیں ملا تھا ۔ (١٠) جب میں چٹھی لکھ چکا تو میں نے نوکر کو بلایا ۔ (١١) جب ہم وہاں پہنچے تو میرا بھائی وہاں سے چلا گیا تھا ۔ (١٢) وہ اس دن چار بجے تک وہاں نہیں پہنچا تھا ۔ (١٣) جب گاڑی پہنچی تو کیا وہ ٹکٹیں خرید چکے تھے ۔ (١٤) کیا وہ آپ کے پہنچنے سے پہلے چٹھی لکھ چکا تھا ۔ (١٥) ہم ایک میل بھی نہیں گئے تھے کہ موسلا دھار مینہ برسنے لگا ۔

(6) Patient had died. (7) Bell had gone. (8) Bought. (9) Met. (10) Called. (15) Began to rain in torrents.

Exercise No. 18

Passive Voice (Three Indefinite tenses)

N.B.—Use the *third form* of the verb with following forms of the verb *To be.*

Present Indefinite: is, am, are
Past Indefinite: was, were
Future Indefinite: will be

	Active	*Passive*
Present	: I eat a mango.	A mango *is eaten* by me.
Past	: I ate a mango.	A mango *was eaten* by me.
Future	: I shall eat a mango.	A mango *will be eaten* by me.

(۱) بلی چوہے کو مار ڈالتی ہے۔ چوہا بلی سے مارا جاتا ہے۔ بلی نے چوہے کو مارا ۔ چوہا بلی سے مارا گیا ۔ بلی چوہے کو ماریگی ۔ چوہا بلی سے مارا جائے گا ۔ (۲) ہم ایک گھوڑا خریدتے ہیں ۔ گھوڑا ہم سے خریدا جاتا ہے ۔ ہم نے ایک گھوڑا خریدا ۔ ہم سے ایک گھوڑا خریدا گیا ۔ ہم ایک گھوڑا خریدینگے ۔ ایک گھوڑا ہم سے خریدا جائیگا ۔ (۳) تمہیں برخاست کیا جاتا ہے ۔ (۴) تمہیں کھانے پر بلایا جائے گا ۔ (۵) کتا ہر جگہ پایا جاتا ہے ۔ (۶) چٹھیاں کاغذ پر لکھی جاتی ہیں ۔ (۷) بچہ تانگے کے نیچے آ گیا ۔ (۸) یہ دوکان گرائی جائے گی ۔ (۹) قاتل کو پھانسی دیا جائیگا ۔ (۱۰) مریض کو ہسپتال بھیج دیا گیا ۔ (۱۱) اس مکان کو آگ لگا دی گئی ۔ (۱۲) اسے کالج کا پرنسپل بنا دیا جائے گا ۔ (۱۳) چور کو کل گرفتار کیا جائیگا ۔ (۱۴) اس طالب علم کو سکول سے نکال دیا گیا ۔

Hints

(3) Dismissed. (4) Invited. (5) Found. (7) Run over. (8) Pulled down. (9) Hanged. (11) Set on fire. (13) Arrested. (14) Expelled.

Exercise No. 19

Passive Voice (*Contd.*)

Continuous and Perfect Tenses.

N. B. Use the third form of the Verb with the following form of the Verb **To be.**

1.	Present Continuous.	am being, is being, are being.
2.	Past Continuous.	was being, were being.
3.	Perfect tenses.	has been, have been, had been.

Model : I am being beaten. He is being beaten. They are being beaten. We were being beaten. I have been beaten. He has been beaten.

(۱) پھول توڑے جا رہے ہیں - پھول توڑے جا رہے تھے - پھول توڑے گئے ہیں - (۲) فصل کاٹی جا رہی ہے - فصل کاٹی جا رہی تھی - فصل کاٹی جا چکی ہے - (۳) اسے سزا دی جا رہی ہے - اسے سزا دی جا رہی تھی - اسے سزا دی گئی ہے - (۴) اسے بید پڑ رہے ہیں - (۵) کمرے میں سفیدی ہو رہی تھی - (۶) حمید کو جرمانہ کیا گیا ہے - (۷) احکام جاری کر دیئے گئے ہیں - (۸) کتابیں پڑھی جا رہی ہیں - (۹) ایک خط لکھا جا رہا ہے - (۱۰) ایک چور کو تھانہ لے جایا جا رہا تھا - (۱۱) کیا ایک کنوآں کھودا جا رہا تھا - (۱۲) کمرہ صاف کیا جا چکا ہے (۱۳) کیا اسے گرفتار کیا گیا ہے - (۱۴) اس کی سالگرہ نہیں منائی گئی ہے -

Hints

(1) Plucked. (2) Crop. (3) Punished. (4) Caned. (5) White washed. (6) Fined. (7) Issued. (11) Dug. (12) Cleaned. (13) Arrested. (14) Birthday is celebrated.

Exercise No. 20

Auxiliary Verbs

Can—Could

Models

1. I can solve this sum.	میں یہ سوال حل کر سکتا ہوں
2. I cannot do this sum.	میں یہ سوال حل نہیں کر سکتا۔
3. Can you swim in the river ?	کیا تم دریا میں تیر سکتے ہو ؟
4. I could not catch him.	میں اس کو نہ پکڑ سکا ۔

(۱) میں پڑھ سکتا ہوں مگر لکھ نہیں سکتا (۲) وہ چار میل فی گھنٹہ چل سکتا ہے (۳) اب تم دفتر سے جا سکتے ہو (۴) میں اپنے ملازم کو موقوف کر سکتا ہوں (۵) وہ عورت تین گھنٹے لگاتار کام کر سکتی ہے (۶) میں آج گھر نہیں جا سکتا (۷) تم یہ کتاب نہیں پڑھ سکتے (۸) کیا تم یہ دریا پار کر سکتے ہو (۹) کیا تم رات کو دیکھ سکتے ہو (۱۰) بلی رات کو دیکھ سکتی ہے (۱۱) لومڑی انگور حاصل نہ کر سکی (۱۲) وہ گھر وقت پر نہ پہنچ سکا (۱۳) مجھے افسوس ہے کہ میں تمہاری امداد نہ کر سکا (۱۴) وہ رات کی گاڑی پکڑ سکتا تھا (۱۵) وہ اتنا تیز دوڑا جتنا کہ وہ دوڑ سکتا تھا (۱۶) وہ جہاں چاہے جا سکتا ہے (۱۷) ہم پانی کے بغیر ایک دن زندہ نہیں رہ سکتے ہیں۔ (۱۸) میں یہ ثابت نہیں کر سکتا کہ یہ بے گناہ ہے۔ (۱۹) اگر آپ چاہیں تو میرے ہاں ٹھیر سکتے ہیں (۲۰) ہوائی جہاز چار سو میل فی گھنٹہ اڑ سکتے ہیں (۲۱) مجھے افسوس ہے کہ میں تمہیں پہلے خط نہ لکھ سکا۔

Hints

(5) Can work at a stretch. (8) Cross. (14) Could catch the night train. (16) He can go where he likes. (18) Prove inncccnt. (19) Stay with me. (20) Aeroplanes.

CamScanner

Exercise No. 21

Auxiliary Verbs (Contd.)

Should—Must—Ought to چاہئے

Model sentences :

1. We should obey the laws. ہمارے لئے قوانین کی پابندی مناسب ہے ۔
2. We should keep our promise. ہمیں اپنا وعدہ پورا کرنا چاہئے
3. You ought to obey your father. ہمارا اخلاقی فرض ہے کہ اپنے والد کا حکم مانو ۔
4. We ought to respect our teachers. ہمیں استادوں کی عزت کرنا چاہئے
5. He must go there. اسے وہاں ضرور جانا ہوگا ۔
6. I must finish this work today. مجھے یہ کام آج ضرور ختم کرنا چاہئے۔

(۷) تمہیں اپنی صحت کا خیال کرنا چاہئے (۸) ہر شخص کو اپنے والدین کی فرمانبرداری کرنی چاہئے ۔ (۹) تمہیں جھوٹ نہیں بولنا چاہئے (۱۰) ہمیں اپنا وقت ضائع نہیں کرنا چاہئے (۱۱) ہمیں حاجت مندوں کی مدد کرنی چاہئے (۱۲) ہمیں اپنی روزی کمانی چاہئے (۱۳) میں اسے آج ضرور ملوں گا (۱۴) غریبوں کی مدد کرنا ہمارا فرض ہے (۱۵) مجھے اب کپڑے بدلنے چاہئیں ۔ (۱۶) تمہیں اس معاملہ کی اطلاع پولیس کو ضرور دینی چاہئے (۱۷) تمہیں محنت کرنا چاہئے تھی ۔

Hints

(7) Should look after. (8) Should obey. (9) Should not tell a lie. (10) Sholud not waste (11) Ought to help the needy. (12) Must earn. (13) I must see him today. (14) (16) Must inform the police. (17) You should have worked hard.

Exercise No. 22

Make, get, have, help, urge, as **causative verbs.**

Examples

(۱) میں نے اس کو وھاں جانے کے لئے تیار کیا یا مجبور کیا ۔

I made him go there.

I had him go there.

I got him to go there.

I urged on him to go there.

(۲) میں نے اس کو داخل کروایا ۔

I got him admitted.
I had him admitted.

(۳) میں نے اس کو کھڑا کیا ۔

I helped him stand.

(۴) اس نے مجھے سوال حل کروایا ۔

He helped me solve the sum.

(۱) اس نے اپنے مکان کی مرمت کرائی ۔ (۲) میں نے اس سے چٹھی لکھوائی ۔ (۳) میں نے اسے زندگی کا بیمہ کرانے کے لئے تیار کیا ۔ (۴) کیا آپ نے مجھے یہ کام کرنے میں مدد دینگے ۔ (۵) میں نے اس شرارتی لڑکے کو ھیڈماسٹر صاحب سے سزا دلوائی ۔ (۶) پولیس افسر نے اس کے مکان کی تلاشی کروائی۔ (۷) استاد نے لڑکے کو سکول سے نکلوا دیا ۔ (۸) کیا آپ مجھے اس مشکل کو حل کرنے میں مدد کرینگے ۔ (۹) شکاری نے کتوں کو ھرن کے پیچھے دوڑایا ۔ (۱۰) اس نے اپنے بال کٹوائے (۱۱) میں اسے ٹائپ کراؤنگا ۔ (۱۲) اس نے اپنا سامان سٹیشن پر بھجوا دیا ۔

Hints

(1) Got repaired. (3) Insured. (4) Help. (5) Got him punished. (6) Had the house searched. (7) Expelled. (8) Help to overcome the difficulty. (12) Caused the luggage to be sent.

CamScanner

Exercise No. 23

The Gerund and the Participles

1.	Walking is a good exercise	چلنا اچھی ورزش ھے۔
2.	Stealing is a bad habit.	چوری کرنا بری عادت ھے۔
3.	He gave us a warning.	اس نے ھمیں خبردار کیا۔
4.	I saw the boy weeping	میں نے لڑکے کو روتے دیکھا۔
5.	He is a willing worker.	وہ شوق سے کام کرنے والا ھے۔
6.	I bought a singing bird.	میں نے ایک گانے والا پرندہ خریدا۔
7.	It is a faded rose.	یہ مرجھایا ھوا گلاب ھے۔
8.	Having finished my work I went out for a walk.	کام ختم کر کے میں سیر کو گیا۔

(۹) جھوٹ بولنا گناہ ھے (۱۰) چوری کرنا بری عادت ھے (۱۱) اسلم نے بانو کو جاتے دیکھا (۱۲) میں نے اسے آگ بجھاتے دیکھا (۱۳) میں نے تمھیں جانوروں کو ستاتے دیکھا (۱۴) دودھ پینا صحت کے لئے اچھا ھے (۱۵) کیا تم نے مکان کو جلتے ھوئے دیکھا (۱۶) ڈوبتے ھوئے آدمی کو کس نے بچایا (۱۷) کیا تم نے اڑتا ھوا جانور دیکھا ھے (۱۸) دعوت ختم ھونے پر انہوں نے گپیں ھانکنی شروع کیں (۱۹) طبیعت خراب ھوتے دیکھ کر وہ بستر پر جا لیٹا (۲۰) موسم نے اجازت دی تو کل آپ سے ملوں گا (۲۱) بے احتیاطی سے گاڑی چلاتے ھوئے وہ بس سے جا ٹکرایا (۲۲) تھک کر مسافر بیٹھ گیا (۲۳) تیرنا بہت اچھی ورزش ھے (۲۴) یہ بھولی ھوئی کہانی ھے۔

Hints

(12) Putting out fire. (13) Teasing. (16) Drowning man. (18) Dinner being over, chat. (19) Feeling out of sorts. (20) Weather permitting. (21) Driving carelessly, he ran into the bus. (22) Having tired. (23) Swimming. (24) Forgotten story

Exercise No. 24

Adjectives (*Comparison*)

1.	Majid is an old man.	مجید بوڑھا آدمی ہے۔
2.	He is older than his brother.	وہ اپنے بھائی سے زیادہ بوڑھا ہے۔
3.	He is the oldest man in the Town.	وہ سارے قصبہ میں سب سے بوڑھا ہے
4.	This book is superior to yours.	یہ کتاب تمہاری کتاب سے بہتر ہے
5.	You are taller than I.	تم مجھ سے زیادہ لمبے ہو۔

(۱) احمد اکبر سے لمبا ہے (۲) مجید سلیم سے زیادہ ذہین ہے (۳) کراچی لاهور سے بڑا شہر ہے (۴) کراچی پاکستان میں سب سے بڑا شہر ہے (۵) اسلم آغا سے کمزور ہے (٦) عبداللہ کلاس میں سب لڑکوں سے زیادہ کمزور ہے (۷) کیا تم اس کی نسبت زیادہ غریب ہو (۸) یہ سوال سب سے مشکل ہے (۹) رحیم اتنا لمبا ہے جتنے تم ہو (۱۰) دونو لڑکوں میں سے اختر زیادہ هوشیار ہے (۱۱) صحت دولت سے بہتر ہے (۱۲) یہ درخت باغ میں سب سے پرانا ہے (۱۳) فیروز میرا سب سے بڑا لڑکا ہے (۱۴) پرهیز علاج سے بہتر هوتا ہے (۱۵) تمہاری گھڑی میری گھڑی سے گھٹیا ہے (۱٦) وہ ملازمت میں مجھ سے پرانا ہے (۱۷) محمود ملازمت میں مجھ سے جونیر ہے۔

Hints

1. Tall. (2) Intelligent. (3) Big. (5) Weak (7) Poor. (8) Difficult. (10) Clever. (11) Health is better than wealth. (12) Oldest. (13) Eldest. (14) Prevention is better than cure. (15) Inferior to. (16) Senior to.

Exercise No. 25

Adverbs

Adverbs of Manner

1.	Run quickly.	تیزی سے دوڑو۔
2.	Walk slowly.	آہستہ سے چلو۔
3.	Work diligently.	محنت سے کام کرو۔
4.	He works hard.	وہ محنت سے کام کرتا ہے۔
5.	He runs fast.	وہ تیز دوڑتا ہے۔
6.	He feels warm.	اسے گرمی محسوس ہوتی ہے۔

(۱) احتیاط سے کام کرو (۲) اس نے عقامندی سے کام کیا (۳) احمد بے پرواہی سے لکھتا ہے (۴) تم بہت تیزی سے چلتے ہو (۵) اس نے اپنے افسر کو بیوقوفی سے ناراض کر دیا (۶) اسے سختی سے پیٹا گیا (۷) وہ روانی سے بات چیت نہیں کر سکتا (۸) میں بخوشی تمہاری امداد کروں گا (۹) تم یقیناً امتحان میں پاس ہو جاؤ گے (۱۰) ٹیپو سلطان بہادری سے لڑا (۱۱) اس نے زندگی چین سے گزاری (۱۲) چور چپکے سے مکان میں گھس آیا (۱۳) کل تین گھنٹے مسلسل بارش ہوتی رہی (۱۴) باقاعدگی سے کام کرو (۱۵) ہمیشہ خوش خلقی سے بات کرو (۱۶) اس نے ہم سے نرمی کا برتاؤ کیا (۱۷) والدین سے عزت سے برتاؤ کرو (۱۸) اپنا فرض دیانتداری سے ادا کرو (۱۹) وہ اونچی آواز سے باتیں کر رہا ہے (۲۰) وہ بہت اچھا گاتا ہے۔

(1) Carefully. (2) Intelligently. (3) Carelessly. (4) Quickly. (5) Offended foolishly. (6) Beaten severely (7) Fluently. (8) Gladly. (9) Certainly. (10) Bravely. (11) Comfortably. (12) Entered stealthily. (13) Continuously. (14) Regularly. (15) Politely. (16) Treated kindly. (17) Respectfully. (18) Honestly. (19) Talking loudly. (20) Sings nicely.

Exercise No. 26

Prepositions

At (۱) میرا بھائی گوجرہ میں رہتا ہے (۲) میں دو بجے آؤنگا (۳) وہ رات کو آیا (۴) گاڑی پوری رفتار سے جا رہی تھی (۵) میں لاہور ہوٹل میں ٹھہرا۔

In (۶) لڑکے کمرے میں ہیں (۷) میرے والدین ضلع ملتان میں رہتے ہیں (۸) وہ صبح کو روانہ ہوا (۹) میرا بھائی لاہور میں رہتا ہے (۱۰) تم بستر پر لیٹے ہو (۱۱) وہ ایک ہفتے کے بعد آئے گا۔

On (۱۲) وہ جمعہ کے دن آیا (۱۳) ہم اپریل کی چار تاریخ کو ملتان جائینگے (۱۴) میں وہاں پیدل گیا (۱۵) مویشی گھاس پر گزارہ کرتے ہیں (۱۶) یہ مکان بکاؤ ہے۔

Into (۱۷) وہ کوئیں میں کود پڑا (۱۸) ہم باغ میں سیر کے لئے گئے (۱۹) ایک بچہ دریا میں گر پڑا۔

By, with (۲۰) اس نے سانپ چھڑی سے مارا (۲۱) میں اس کے پاس سے گزر گیا (۲۲) میں نے کتابیں بذریعہ ڈاک بھیجیں (۲۳) افضل نے پتھر سے ایک پرندہ مارا۔

Among between (۲۴) افضل اور اجمل نے آپس میں آم برابر تقسیم کر لئے (۲۵) میں نے سیب سب لڑکوں میں بانٹ دئے (۲۶) یہ راز میرے اور تمھارے درمیان ہے (۲۷) میں تمہیں چھ اور سات بجے کے درمیان ملونگا (۲۸) باپ نے اپنی جائیداد اپنے چار لڑکوں میں تقسیم کر دی۔

In, within (۲۹) وہ ایک ماہ کے بعد آئے گا (۳۰) وہ ایک ماہ کے اندر اندر آئے گا۔

Hints

(4) Going at full speed. (10) In a week. (13) On foot. (14) Live on grass. (15) On sale. (21) By post, (23) Divided equally between them. (25) Between you and me. (27) Distributed his property among.

Exercise No. 27

Prepositions (*continued*)

Beside, besides (۱) مالک گھوڑے کے پاس کھڑا تھا (۲) سیبوں کے علاوہ وہاں بہت سے سنگترے بھی تھے (۳) وہ آیا اور میرے پاس بیٹھ گیا (۴) کتابوں کے علاوہ حامد اخبار بھی پڑھتا ہے (۵) کتا اپنے مالک کے پاس بیٹھا ہے (۶) اسے تنخواہ کے علاوہ وردی بھی ملتی ہے (۷) آؤ میرے بھائی کے پاس بیٹھو۔

In, after (۸) وہ ایک مہینے کے بعد آیا (۹) وہ ایک مہینے کے بعد آئے گا (۱۰) گاڑی آدھے گھنٹے کے بعد روانہ ہوئی (۱۱) میں ایک گھنٹے کے بعد روانہ ہونگا (۱۲) شکاری گیدڑ کے پیچھے دوڑا (۱۳) ہمارا امتحان ایک ہفتے کے بعد شروع ہوگا (۱۴) سکول ایک ہفتہ بعد بند ہو گیا۔

From, since for (۱۵) وہ اتوار سے بیمار ہے (۱۶) میں پچھلے جمعہ سے سکول نہیں جا رہا ہوں (۱۷) وہ چار گھنٹے سے کتاب پڑھ رہا ہے (۱۸) وہ بخار میں مبتلا ہے (۱۹) وہ لاہور سے آیا ہے (۲۰) وہ دو دن بخار میں مبتلا رہا ہے۔

Behind (۲۱) گھوڑے کے پیچھے مت کھڑے ہو (۲۲) اس نے اپنے آپ کو پردے کے پیچھے چھپا لیا۔

Before (۲۳) میں سورج کے نکلنے سے پہلے اٹھا (۲۴) اسے ہیڈ ماسٹر کے سامنے لایا گیا (۲۵) گاڑی سٹیشن پر وقت سے پہلے پہنچی۔

Hints

(2) Besides apples. (6) Uniform. (8) After. (9) In. (12) Jackal. (22) Hid himself behind the curtain. (23) Before sun-rise.

Exercise No. 28

Some typical structures of sentences.

1.	I as well as you *am* guilty.	میں بھی قصور وار ہوں اور آپ بھی
	They as well as I *are* thirsty.	انھیں بھی پیاس لگی ہے اور مجھے بھی ۔
2.	Not only did it rain but hailed also.	نہ صرف بارش ہوئی بلکہ اولے بھی پڑے ۔
	He not only lost his ticket but also his luggage.	اس نے نہ صرف اپنا ٹکٹ کھو دیا بلکہ اسباب بھی ۔

A (۱) وہ بھی قصور وار ہے اور اس کے والدین بھی (۲) اس معاملہ میں بیٹوں کا قصور ہے اور ان کے ماں کا بھی (۳) احمد فیل ہے اور اس کے دونو بھائی بھی (۴) اکرم بھی غیر حاضر ہے اور اسلم بھی (۵) مجھے اور اسے دونو کو جرمانہ ہوا ہے ۔

B (۱) اس کو صرف جرمانہ ہی نہیں ہوا بلکہ بید بھی لگے (۲) اس کی نہ صرف تعریف ہوئی بلکہ انعام بھی ملا (۳) نہ صرف وہ مکان گندہ ہے بلکہ نمدار بھی ہے (۴) زمین نہ صرف اپنے محور کے گرد گھومتی ہے ۔ بلکہ سورج کے گرد بھی (۵) وہ نہ صرف جھوٹا ہے بلکہ دغا باز بھی ۔

Hints

A. Guilty (2) at fault (5) fined.

B. Not only was he fined but caned also. (4) Revolves—rotates on its axis. (5) He is not only a liar but also a cheat.

CamScanner

Exercise No. 29

Sentence - structure (*continued*)

1. Or. 2. Either..or 3. Neither..nor.

3. She must weep or she will die. — اسے رونا چاہیئے ورنہ وہ مر جائیگی ۔

4. Work hard otherwise you will fail. — محنت کرو ۔ ورنہ فیل ہو جاؤ گے ۔

5. Either Akbar or Aslam has stolen my pen. — یا تو اکبر نے یا اسلم نے میرا قلم چرایا ہے ۔

6. Neither Rashid nor his friends are honest. — نہ رشید دیانتدار ہے نہ اس کے دوست ۔

A (۱) مکان کو چھوڑ دو ورنہ تم پکڑے جاؤ گے (۲) فوراً آ جاؤ ورنہ گاڑی سے رہ جاؤ گے (۳) سکول سے غیر حاضر مت رہو ورنہ سزا پاؤ گے (۴) مجھے دق نہ کرو ورنہ پولیس کو اطلاع دونگا ۔

B (۱) اس آدمی نے یا اس کے والدین نے گناہ کیا (۲) اس لڑکے نے یا اس کے بھائی نے دروازہ کھولا ہے (۳) کرایہ ادا کرو یا مکان خالی کرو ۔ (۴) یا تو مجید نے یہ کام کرنا ہے یا مجھے (۵) یا تم نے میرا قلم چرایا ہے یا تمھارے ساتھی نے ۔

C (۱) نہ وہ دیانتدار ہے نہ اس کے دوست (۲) یہ میز نہ سستا ہے اور نہ پائیدار (۳) نہ مقروض بنو ۔ نہ قرض خواہ (۴) وہ نہ اپنے ہاتھ دھوتا تھا نہ منہ (۵) سکول میں نہ استاد ہیں اور نہ لڑکے ۔

Hints

A. (1) Leave the house or you will be caught. (2) Miss. (4) Annoy.

B. Either this man sinned or his parents. (3) Pay the rent—vacate the house.

C. (2) Durable. (3) Neither a borrower nor a lender be.

Exercise No. 30

Sentences - structure (*continued*)

lest - unless

7. Work hard lest you should fail. — محنت کرو ۔ ایسا نہ ہو کہ فیل ہو جاؤ ۔

8. I cannot succeed unless you help me. — جب تک تم میری مدد نہ کرو میں کامیاب نہیں ہو سکتا ۔

A (۱) احتیاط سے چلو ایسا نہ ہو کہ تم گر پڑو (۲) گرم کپڑے پہن لو مبادا کہ تم بیمار ہو جاؤ (۳) طالب علم نے استاد کا حکم مانا تاکہ اسے سزا نہ ملے (۴) کتے کے نزدیک نہ جاؤ ایسا نہ ہو کہ کاٹ کھائے (۵) وہ تیز نہ دوڑا کہ تھک نہ جائے (۶) کونین باقاعدہ لو ایسا نہ ہو کہ موسمی بخار ہو جائے (۷) اپنے اطوار ٹھیک کرو ۔ ایسا نہ ہو کہ لوگ تم سے نفرت کریں (۸) جلدی کرو ۔ ایسا نہ ہو کہ گاڑی سے رہ جاؤ ۔

B (۱) میں وہاں نہیں جاؤں گا ۔ جب تک تم میرے ساتھ نہ جاؤ (۲) جب تک تم محنت نہ کرو ۔ پاس نہیں ہو سکتے (۳) جب تک تم معافی نہ مانگو ۔ تمہیں اندر آنے کی اجازت نہیں (۴) جب تک کونین نہ کھاؤ ۔ تم ملیریا سے نہیں بچ سکتے (۵) جب تک تم شراب نہیں چھوڑتے ۔ تمہارا انتخاب نہیں ہو سکتا (۶) جب تک وہ اپنا قصور نہ مان لے ۔ میں اسے معاف نہیں کر سکتا ۔

A. (1) Walk with care lest you should fall (4) Bite (6) quinine, get malaria. (7) Mend your ways.

B. (1) I will not go there unless you accompany me (3) Beg pardon. (4) Cannot avoid catching malaria (5) Give up dringking. (6) Confesses his fault.

Exercise No. 31

Sentences - structure (*Continued*)

A. Main clause (future) & if clause (Present)

9. He *will come if* you *call* him.

وہ آئے گا ۔ اگر تم اسے بلاؤ گے ۔

B. Main clause (Conditional Perfect) & if clause (Past Perfect)

10. He *would have come* if you *had called* him.

وہ آ جاتا ۔ اگر تم اس کو بلاتے ۔

If you had called him he would have come.

Had you called him, he would have come.

A (۱) اگر وہ جھوٹ بولے گا ۔ تو میں اس کی خبر لوں گا (۲) اگر تم سکول وقت پر نہیں پہنچو گے ۔ تو تمہاری غیر حاضری لگ جائیگی (۳) اگر سوموار کو چھٹی ہوگی ۔ تو میں لاہور جاؤں (۴) اگر بارش ہوگی تو ہم میچ نہیں کھیلینگے (۵) اگر آپ محنت کریں گے ۔ تو ضرور کامیاب ہو جائینگے (۶) اگر وہ لڑکا فیس نہیں دے گا ۔ تو اس کا نام خارج ہو جائے گا (۷) اگر تم بولو گے تو میں تمہیں باہر نکال دوں گا ۔

B (۱) اگر اختر یہاں ہوتا تو ضرور میرے پاس آتا (۲) اگر وہ بہادر نہ ہوتا تو اسے شکست ہوتی (۳) اگر میں سٹیشن پر پانچ منٹ پہلے پہنچتا تو گاڑی پر چڑھ جاتا (۴) اگر میں تمہاری جگہ ہوتا ۔ تو اسے یہاں آنے کی اجازت نہ دیتا (۵) اگر میں دوائی پی لیتا ۔ تو مجھے بخار نہ چڑھتا (۶) اگر وہ یہاں ہوتا تو ضرور گرفتار ہو جاتا (۷) اگر میں وزیر تعلیم ہوتا ۔ تو سکولوں کو بہتر بناتا ۔ (۸) اگر میں وہاں ہوتا تو ضرور اس کی مدد کرتا ۔

Hints

A. (1) If he tells a lie, shall take him to task. (2) Will be marked absent. (3) If it is holiday. (4) If it rains. (5) Succeed. (6) His name will be struck off. (7) I shall turn you out.

B. (3) Caught the train. (4) Allowed. (5) Taken medicine. (6) Arrested. (7) Minister of Education.

Exercise No. 32

Sentences - structure (*Contd.*)

11. As soon as he reaches my house, we shall start our work.	جونہی وہ میرے گھر پہنچے گا۔ ہم اپنا کام شروع کر دیں گے۔
As soon as I reached home, it began to rain. *or* No sooner *did* I reach home *than* it began to rain.	جونہی کہ میں گھر پہنچا بارش ہونے لگی۔
12. We had hardly (or scarcely) left the house when it began to rain.	ہم ابھی بمشکل گھر سے روانہ ہی ہوئے تھے کہ مینہ برسنے شروع ہو گیا۔

(۱) جونہی کہ وہ سٹیشن پر پہنچے گاڑی نے سیٹی دیدی (۲) جونہی کہ لڑکوں نے ماسٹر صاحب کو دیکھا وہ خاموش ہو گئے (۳) ہم مشکل سے گزرے تھے کہ درخت گر پڑا (۴) گھنٹی کا بجنا تھا کہ تمام لڑکے اپنی اپنی جگہ پر بیٹھ گئے۔ (۵) میں نے گھر کے باہر قلم رکھا ہی تھا کہ اس نے مجھے آواز دی (۶) مریض کے مرتے ہی عورتوں نے رونا شروع کر دیا (۷) ابھی ہم نے ناشتہ ختم نہیں کیا تھا کہ سکول کی گھنٹی بج گئی (۸) جونہی کلاک نے چار بجائے ہم نے کام بند کر دیا (۹) جنگ شروع ہوئی ہی تھی کہ دکانداروں نے قیمتیں بڑھا دیں (۱۰) ہرن مشکل سے پانی پی چکا تھا کہ شیر نے اسے آ دبوچا (۱۱) ہمارا گھر سے نکلنا تھا کہ زور سے مینہ برسنے لگا۔

Hints

(1) Whistled (5) Stepped out (9) The war broke out—raised the prices (10) The lion pounced upon him.

Exercise No. 33

Kinds of Sentences and their structure

A. Interrogative beginning with auxiliaries.

Examples

I. *Is* he at home? (2) *Are* they students? (3) *Am* I a fool? *Will* you see me tomorrow? *Have* you seen a lion? *Do* you go to school everyday. *Does* he go to school everyday. *Did* you write this letter yesterday? *May* I come in? *Can* you ride a horse?

(۱) کیا تم چائے پیو گے (۲) کیا بارش ہونے کو ہے (۳) کیا تم میری مدد کر سکتے ہو (۴) کیا تم نے کل سکول کا کام کیا تھا (۵) کیا اس نے کتاب نہیں خریدی (۶) کیا اس لڑکی کے دو بھائی ہیں (۷) کیا وہ وہ اچھا لڑکا ہے (۸) کیا احمد روز سکول جاتا ہے (۹) کیا گائے گھاس کھاتی ہے (۱۰) کیا کبھی تم نے شیر دیکھا ہے (۱۱) کیا وہ دفتر سے دیر میں آتا ہے (۱۲) کیا وہ رات کو دودھ نہیں پیتا (۱۳) کیا اجمل گھر پہنچ چکا ہے (۱۴) کیا اس نے تمہیں کتاب واپس کر دی (۱۵) کیا تم نے کل گھوڑا خریدا (۱۶) کیا انہوں نے سانپ مارا (۱۷) کیا تم کل مجھے ملو گے (۱۸) کیا چپڑاسی گھنٹہ بجاتا ہے (۱۹) کیا ابا نے تمہیں سزا دی تھی (۲۰) کیا تم مجھے اپنی کتاب دو گے ۔ (۲۱) کیا تم تیز دوڑ سکتے ہو ۔

Hints

(1) Will you have tea. (2) Is it going to rain? (4) Home task. (11) Does he come late? (14) Return. (15) Buy.

Exercise No. 34

Interrogative beginning with pronouns and adverbs.

(*A*)	Who brought this book?	یہ کتاب کون لایا ۔
	Whom did you give the book?	تم نے کتاب کس کو دی ۔
	Whose book is this?	یہ کس کی کتاب ہے ۔
	Which is your book?	تمہاری کتاب کونسی ہے ۔
	What is your father?	تمہارا باپ کیا کام کرتا ہے ۔
(*B*)	Where is you book?	تمہاری کتاب کہاں ہے ۔
	When do you read it?	تم اسے کس وقت پڑھتے ہو ۔
	Why do you read it?	تم اسے کیوں پڑھتے ہو ۔
	How old is your father?	تمہارے باپ کی عمر کیا ہے ۔
	How far is your school?	تمہارا سکول کتنا دور ہے ۔
	How many brothers have you?	تمہارے کتنے بھائی ہیں ۔
	How often do you pray?	آپ کتنی بار نماز پڑھتے ہو ۔
	How much milk is in the cup?	پیالے میں کتنا دودھ ہے ۔
	How long have you been here?	تم کتنی دیر سے یہاں ہو ۔

A (۱) کون جا رہا ہے (۲) تم کس سے باتیں کر رہے ہو (۳) اس نے کیا خریدا (۴) ان کتابوں میں سے کونسی سب سے اچھی ہے (۵) یہ کس کی دوکان ہے ۔

B (۱) تم کہاں رہتے ہو (۲) تمہارا سکول کس وقت کھلتا ہے (۳) تمہاری کتنی بہنیں ہیں (۴) تمہارا گاؤں یہاں سے کتنا دور ہے (۵) تم یہاں کتنی دیر ٹھیرو گے (۶) گھڑے میں کتنا پانی ہے (۷) تم ہفتہ میں کتنی بار ملتے ہو ۔

Exercise No. 35

Imperative sentences

A. 1. Catch hold of this man — اس آدمی کو پکڑ لو۔
2. Shut the door. — دروازے کو بند کرو۔
3. Help the poor. — غریبوں کی مدد کرو۔
4. Learn your lesson. — اپنا سبق یاد کرو۔
5. Do not waste my time. — میرا وقت ضائع نہ کرو۔

B. 1. Let him write the letter. — اسے خط لکھنے دو۔
2. Let us go for a walk. — آؤ سیر کو چلیں۔

A (۱) موم بتی کو بجھا دو۔ (۲) میرا حساب چکا دو۔ (۳) اسے اندر لے آؤ۔ (۴) جوتا اتار دو۔ (۵) اس بری عادت کو چھوڑ دو (۶) اسے ایک پوسٹ کارڈ بھیج دو (۷) دسترخوان بچھاؤ۔ (۸) ہمیں کوئی گیت سناؤ۔ (۹) بچے کو گود میں اٹھائے رکھو۔ (۱۰) یہ راز کسی کو نہ بتانا (۱۱) اپنا ناک صاف کرو۔ (۱۲) بیہودہ بکواس نہ کرو۔ (۱۳) بانسری بجاؤ۔ (۱۴) کانٹا نکال دو۔ (۱۵) ناشتہ کر لو۔ (۱۶) مہربانی کرکے مجھے اپنی کتاب دو۔ (۱۷) کتے سے مت ڈرو۔ (۱۸) برے لڑکوں سے میل جول نہ رکھو۔ (۱۹) اپنی کتاب صفحہ دس پر کھولو۔ (۲۰) دوسروں کی نکتہ چینی نہ کرو۔

B (۱) آؤ مزے اڑائیں۔ (۲) آؤ آج ہوٹل میں کھانا کھائیں۔ (۳) آؤ میلے کی سیر دیکھیں۔ (۴) آؤ چڑیا گھر دیکھنے چلیں۔

Hints

A. (1) Blow out. (2) Settle. (3) Show in. (6) Drop him. (7) Set the table. (2) Hold in arms. (10) Secret (11) Blow. (12) Talk rot. (13) Play on the flute. (14) Pick out (18) Mix with. (20) Criticise.

B. (1) Let us enjoy ourselves. (3) Watch the fun at the fair.

CamScanner

Exercise No. 36

Exclamatory and optative.

(*A*) Hurrah ! our team has won the match. — آھا ہماری ٹیم نے میچ جیت لیا ہے ۔

Alas ! I am ruined. — افسوس کہ میں تباہ ہو گیا ہوں ۔

What a bad news it is. — یہ کیسی بری خبر ہے ۔

How foolish I have been. — میں نے کیسی بے وقوفی کی ہے ۔

(*B*) May God bless him. — خدا اسے برکت دے ۔

May curses fall on him. — خدا اس پر لعنت کرے ۔

Would that I had passed. — کاش کہ میں پاس ہو جاتا ۔

A (۱) آھا میں پاس ہو گیا ہوں (۲) افسوس وہ فیل ہو گیا (۳) واہ واہ کل ہمیں چھٹی ہو گی (۴) افسوس کہ میرے بھائی نے کل روپیہ گنوا دیا (۵) آھاھا ۔ کیسا خوشگوار موسم ہے (۶) افسوس ہم ہار گئے (۷) ھاتھی کیسا عجیب جانور ہے (۸) شیر کیسا شاندار جانور ہے (۹) افسوس بچہ مر چکا ہے (۱۰) یہ کیسی عمدہ کتاب ہے ۔

B (۱) آپ کی امیدیں بر آئیں (۲) خدا کرے آپ اچھے ہو جائیں (۳) خدا کرے تم ہمیشہ خوش اور آسودہ حال رہو (۴) خدا کرے تم اپنے ملک کی خدمت کرو (۵) خدا کرے تمہارے گھر لڑکا پیدا ہو (۶) کاش کہ میرے والد صاحب آج زندہ ہوتے (۷) کاش کہ میں آپ کے بھائی کو مل سکتا (۸) خدا تمہاری عمر دراز کرے ۔

Hints

A. (4) Wasted. (5) Pleasant. (7) Strange. (8) Grand.

B. (1) May your desires be fulfilled. (2) Recover. (3) Prosperous. (4) Serve. (5) May God bless you with a son (7) I wish. (8) May you live long !

Exercise No. 37

Sequence of Tenses

Examples

1. He says that he is ill.	وہ کہتا ہے کہ میں بیمار ہوں۔
2. He *said* that he *was* ill.	اس نے کہا کہ میں بیمار ہوں۔
3. Going there, I saw that the boys were playing.	وہاں جا کر میں نے دیکھا کہ لڑکے کھیل رہے ہیں۔
4. He *told* me that he *had done* the work.	اس نے مجھے بتایا کہ میں نے کام کر لیا ہے۔
5. He *told* me that he *would* go there.	اس نے مجھے بتایا کہ میں وہاں جاؤنگا۔
6. He *worked* hard that he *might* pass.	اس نے محنت کی تاکہ پاس ہو جائے۔
7. He *asked* me if I *could* solve that question.	اس نے مجھ سے پوچھا کہ آیا میں سوال حل کر سکتا ہوں۔
8. He rose early *lest* he *should* miss the train.	وہ سویرے اٹھا ۔ مبادا کہ گاڑی سے رہ جائے۔
9. Aslam *said* that the earth *is* round.	اسلم نے کہا کہ زمین گول ہے۔
10. Ali *said* that he *is* an early riser.	علی نے کہا کہ وہ سویرے اٹھتا ہے۔

A (۱) مجھے امید ہے کہ وہ پاس ہو جائے گا۔ (۲) وہ جانتا ہے کہ میں کہاں رہتا ہوں۔ (۳) علی کہیگا کہ ارشد نے یہ کتاب خریدی ہے۔ (۴) مجھے معلوم ہے کہ اس نے میری کتاب چرائی تھی۔ (۵) وہ تمھارے منہ پر کہیگا کہ تم جھوٹ بولتے ہو۔

Exercise No. 37 (*Contd.*)

B (۱) اس نے خیال کیا کہ اس کا بھائی کراچی سے آیا ہے ۔
(۲) اس نے خیال کیا کہ اس کا بھائی کراچی سے آ رہا ہے ۔
(۳) اس نے خیال کیا کہ اس کا بھائی کراچی سے آئے گا ۔
(۴) میں جانتا تھا کہ وہ میری مدد نہیں کریگا ۔ (۵) میں نے سمجھا کہ آپ نہیں آئینگے ۔ (۶) مجھے معلوم نہیں تھا کہ عبداللہ جھوٹا ہے ۔ (۷) بانو نے کہا کہ اس کی بہن کھانا کھا چکی ہے ۔ (۸) اس نے کہا کہ میں تندرست ہوں ۔ (۹) میں نے دیکھا کہ مکان کو آگ لگی ہوئی ہے (۱۰) اس نے نہیں بتایا کہ وہ کب آئے گا ۔ (۱۱) حامد نے مجھے کہا کہ تم غلطی پر ہو۔ (۱۲) کریم نے بتایا کہ میں نے سوال نکال لیا ہے ۔ (۱۳) کسے معلوم تھا کہ وہ جھوٹا ہے ۔ (۱۴) گڈریا چلایا کہ اس نے بھیڑیا دیکھا ہے ۔
(۱۵) اس نے سخت محنت کی تاکہ کامیاب ہو جائے ۔

C (۱) میں نے کہا ایمانداری سب سے اچھی حکمت ہے ۔ (۲) استاد صاحب نے ہمیں بتلایا کہ ضرورت ایجاد کی ماں ہے ۔ (۳) وہ جانتا تھا کہ دو اور دو چار ہوتے ہیں ۔ (۴) امی نے کہا کہ گلاب خوبصورت پھول ہے ۔ (۵) استاد نے لڑکوں کو پڑھایا کہ تیل پانی سے ہلکا ہوتا ہے ۔

Hints

A. (4) Steal. (5) Tell a lie, to your face.

B. (8) Healthy. (9) On fire. (11) At fault. (12) Solve a sum. (14) Shepherd.

C. (1) Honesty is the best policy. (2) Necessity is the mother of invention. (5) Lighter than water.

CamScanner

Exercise No. 38

Direct and Indirect Speech

Examples

A اس نے مجھے کہا ۔ آج سخت سردی ہے ۔

D. He said to me, "It is very cold today."
I. He told me that it was very cold that day.

B (۱) انھوں نے ہم سے پوچھا کہ تم کہاں رہتے ہو۔

D. He said to us, "Where do you live."
I. He asked us where we lived.

(۲) استاد نے لڑکوں سے کہا کیا تمھارے پاس کتابیں ہیں ۔

D. The teacher said to the boys, "Have you books?"
I. The teacher asked the boys if they had books.

C (۱) اس نے نوکر کو حکم دیا ۔ بھاگ جاؤ ۔

D. He said to the servant, "Run away".
I. He *ordered* the servant *to* run away.

(۲) اس نے مجھ سے التجا کی کہ میری مدد کرو ۔

D. He said to me, "Please help me."
I. He *requested* me *to help him*.

(۳) میں نے مہمان کو تشریف رکھنے کو کہا ۔

D. I said to the guest, "Take a seat."
I. I *asked* the guest *to* take a seat.

D (۱) افضل نے کہا ۔ آہاہا میں امتحان میں کامیاب ہو گیا ۔

D. Afzal said, "Hurrah ! I have got through the examination."

I. Afzal exclaimed with joy that he had got through the examination.

CamScanner

Exercise No. 38 (*Contd.*)

(۲) اسلم نے کہا ۔ افسوس ہمارا نوکر چل بسا ۔

D. Aslam said, "Alas! Our servant has died."

I. Aslam *exclaimed with sorrow* that their servant had died.

(۳) اس نے کہا کہ کیسا خوبصورت گھوڑا ہے ۔

D. He said. "What a beautiful horse !"

I. He *exclaimed* that it was a very beautiful horse.

(۴) اس نے کہا کہ میرا بھائی پاس ہو جائے ۔

D. He said, "May my brother pass !"

I. He *prayed* that his brother might pass.

(۵) بشیر نے کہا کاش میں بادشاہ ہوتا ۔

D. Bashir said, "Would that I were a king !"

I. Bashir wished that he had been a king.

N B. Translate the following sentences in both the Direct and the Indirect form as above :—

A (۱) استاد نے کہا حسن آج غیر حاضر ہے ۔ (۲) لومڑی نے کوے سے کہا کہ تم بہت اچھا گاتے ہو ۔ (۳) میں نے اپنے دوست سے کہا کل میں سینما جاؤنگا ۔ (۴) اس نے باپ کو بتایا کہ میں لاہور میں دو ہفتہ ٹھہرونگا ۔ (۵) ارشد نے استاد کو کہا کہ میں نے اکرم کو گالی نہیں دی ۔ (۶) اجمل نے کہا کہ اب میں جاتا ہوں کل ملونگا ۔ (۷) میں نے اس کو کہا کہ سفر لمبا ہے ۔ (۸) استاد نے کہا کہ بیکار لڑکے انعام حاصل نہیں کر سکتے ۔ (۹) میں نے اس سے کہا کہ تم آج دس بجے تک ٹھہر سکتے ہو ۔ (۱۰) اس کی بہن نے کہا کہ میری کتاب چرائی گئی ہے ۔ (۱۱) اس نے اقرار کیا

Exercise No. 38 (*Contd.*)

کہ میں نے اس کو مارا ہے ۔ (۱۲) اس نے ضد کی کہ میں ضرور سنیما جاؤنگا ۔ (۱۳) اس نے مجھے خبر دی کہ میں پاس ہو گیا ہوں ۔ (۱۴) اس نے مجھے کہا میں نے تو تمہیں نہیں پکارا تھا ۔

Hints

(4) Stay. (5) Abuse. (7) Long journey. (8) Idle boys. (11) Confessed. (12) Insisted on. (13) Informed. (14) Denied.

B (۱) مجید نے مجھ سے پوچھا آپ کو جلدی کیوں ہے ۔ (۲) میں نے اسے پوچھا کہ آپ کب واپس آئینگے ۔ (۳) اسلم نے مجھ سے پوچھا کہ آپ نے اسے کتنے بجے بلایا ہے ۔ (۴) اس نے مجھ سے پوچھا کہ آپ کی گھڑی میں کیا وقت ہے ۔ (۵) احمد نے اکبر سے دریافت کیا کہ تم کس کو ملنے آئے ہو ۔ (۶) میں نے اس سے کہا کہ تم کہاں جا رہے ہو ۔ (۷) اس نے منیر کو کہا کہ تم میری مدد کرو گے ۔ (۸) اس نے مجھ سے پوچھا کہ تم یہ سوال حل کر سکتے ہو ۔ (۹) ظفر نے اس سے پوچھا کہ تمہارا باپ کہاں ہے ۔ (۱۰) رشید نے مجھ سے کہا کیا تم ملتان جا رہے ہو ۔ (۱۱) میں نے زید سے پوچھا کہ کل تم سکول کیوں نہیں آئے ۔ (۱۲) اجنبی نے مجھ سے پوچھا کہ کیا شہر میں کوئی اچھا ہوٹل ہے ۔

C (۱) استاد نے لڑکوں سے کہا کہ چپ چاپ بیٹھو ۔ (۲) مالک نے نوکر کو حکم دیا کہ بازار جاؤ اور دو سیر چینی لاؤ ۔ (۳) ڈاکٹر صاحب نے مریض کو کہا اپنی صحت کا خیال رکھو ۔ (۴) ہیڈ ماسٹر نے چپڑاسی کو کہا کہ یہ

چٹھی فوراً ڈاک میں ڈال آؤ (۵) ماسٹر صاحب نے لڑکوں کو نصیحت کی کہ گرمی کی چھٹیوں میں اپنا کام باقاعدہ کرو - (٦) ملاح نے مسافر کو کہا کہ اس وقت دریا کو عبور نہ کرو (٧) طالب علم نے استاد سے کہا کہ مہربانی کرکے ایک ہفتہ کی رخصت منظور کریں - (٨) میں نے اسے کہا گھر جاؤ اور اپنے والد صاحب کی خدمت میں سارا ماجرا بیان کرو - (٩) میں نے اسے کہا کہ موم بتی کو پھونک مار کر بجھاؤ - (١٠) اس نے مجھے کہا کہ وقت پر مجھے جگا دینا -

Hints

B (1) In a hurry. (4) What is time by your watch (12) Stranger.

C (1) Heep quiet (2) Sugar (3) Take care (4) Post this letter (5) Summer vacation (6) Sailor, cross. (7) Grant leave. (8) Disclose all about the matter. (9) Blow out.

D (١) اس نے کہا آہا ہماری ٹیم جیت گئی! (٢) اس نے کہا یہ کیسی بری چیز ہے! (٣) اس نے کہا میں کہاں جاؤں! (۴) اس نے کہا ہاتھی کیسا عجیب جانور ہے - (۵) لومڑی نے کوے کو کہا تمہاری آواز کیسی دلکش ہے - (٦) بھیڑیے نے اپنے دل میں کہا میں کیسا شاندار جانور ہوں - (٧) اس نے کہا میں کیسا بے وقوف ہوں جو اس سے ڈرتا ہوں - (٨) میں نے کہا خدا تمہاری عمر دراز کرے-

Hints

D (3) Where shall I go ? He asked with surprise where he should go. (4) How strange. (5) Attractive.

Exercise No. 39

Typical Sentences

(ا) (۱) وہ اپنے بائیسکل سے اترا (۲) میرے ساتھ دھوکا ہوا۔ (۳) میں نے کل بہت سے کام کئے۔ اس نے مجھے بہت گالیاں دیں میں نے اسے بہت نصیحتیں کیں۔ (۴) وہ بال بال بچا۔ (۵) اسے سزائے موت ہوئی۔ (٦) لاہور میں ہمارا بڑا اچھا وقت گزارا۔ ملتان میں ہمارا دل بالکل نہ لگا۔ (۷) وہ پتھر سے ٹھوکر کھا کر گر گیا۔ (۸) کل موسلا دھار مینہ برسا۔ (۹) لاری کی ایک درخت سے ٹکر لگ گئی۔ (۱۰) اس کی انگلی میں کانٹا چبھ گیا۔ (۱۱) میری نصیحتوں کا اس پر خاک اثر نہ ہوا۔

(ب) (۱) وہ جھوٹ بک رہا ہے۔ (۲) آج آپ کو کیا تکلیف ہے (۳) کیا تم اسے رضامند کر سکتے ہو؟ (۴) یہ تو میں اس کے منہ پر کہونگا۔ (۵) میرا سر چکراتا ہے۔ (٦) بچہ دانت نکال رہا ہے۔ (۷) یہ دونی کھوٹی ہے۔ (۸) وہ نوٹ جعلی ہے۔ (۹) سڑک مرمت کے لئے بند ہے۔ (۱۰) میں تمہیں سیدھا کر دونگا۔ (۱۱) گوشت اس کا من بھاتا کھاجا ہے۔ (۱۲) خواہ کچھ ہو میں یہ کرکے رہونگا۔

Hints

A. (1) Got off. (2) Deceive. (3) Much work, much abuse, much advice. (4) Narrow escape. (5) Sentenced to death. (6) Jolly good time, dull time. (7) Stumbled over. (8) Rained cats and dogs. (9) Ran against. (10) He ran a thorn in his finger. (11) Fell flat.

B. (1) Telling a lie. (3) Bring him round. (4) To his face. (5) Dizzy. (6) Teething. (7) Base. (8) Forged. (9) Closed for repairs. (10) Teach you a lesson. (11) Favourite dish,

Exercise No. 40

Typical Sentences

(أ) (۱) مجھے سخت سر درد ہے - (۲) وہ بالغ ہو گیا ہے - (۳) سڑک پر خوب رونق ہے - (۴) میرا دل دھڑک رہا ہے (۵) سکول ہمارے گھر کے بالکل نزدیک ہے - (۶) اس کا مزاج بگڑا ہوا ہے - (۷) تم نے مجھے پھر زکام لگا دیا ہے - (۸) تمہاری عقل ٹھکانے نہیں ہے - (۹) مجھے بائیسکل کی سخت ضرورت ہے - (۱۰) سچی بات کڑوی لگتی ہے - (۱۱) زندگی کا کوئی بھروسہ نہیں - (۱۲) نالی بند ہے -

(ب) (۱) وہ ھکا بکا رہ گیا - (۲) اس کا چہرا گر گیا (۳) وہ گرم ہو گیا - (۴) وہ اپنا بوریا بستر لیکر چلا گیا (۵) اس کی تمام کوششیں کامیاب ہوئیں - (۶) اس نے مار مار کر مجھے نیلا پیلا کر دیا - (۷) میں نے اسے سارا شہر دکھایا - (۸) اس کا گلا بیٹھ گیا - (۹) وہ اپنے وعدے سے پھر گیا - (۱۰) اس نے سراسر جھوٹ بولا - (۱۱) وہ غصے میں آپے سے باہر ہو گیا - (۱۲) میں نے اسے لا جواب کر دیا -

Hints

A. (1) Bad headache. (2) Come of age. (3) Alive. (4) Beating fast. (5) At a stone's throw. (6) Out of temper. (7) Given me a cold. (8) In senses. (9) Badly stand in need of. (10) Truth is bitter. (11) Uncertain. (12) The channel chokes.

B. (1) Taken aback. (2) Face fell. (3) His blood was up. (4) Bag and baggage. (5) Crowned with success (6) Beat black and blue. (7) Showed him round. (8) Became hoarse. (9) Backed out. (12) Cut the ground from under his feet.

Exercise No. 41

Typical Sentences

(۱) ادھر ادھر کی باتیں نہ کرو۔ (۲) کسی کی چغلی نہ کرو۔ (۳) آج میرا حساب صاف کر دو۔ (۴) یہ رقم میرے نام لکھ دو۔ (۵) مطلبی دوستوں سے بچو۔ (۶) آرام سے لیٹے رہو۔ (۷) ہر بات پر ناک نہ چڑھاؤ۔ (۸) جلتی میں تیل نہ ڈالو۔ (۹) اس کو ٹیلیفون کرو (۱۰) اسے اندر لے آؤ۔ (۱۱) اس کو اپنا گھر سمجھو۔ (۱۲) بوٹ کے تسمے کھول دو۔ (۱۳) اپنے بال سنوارو۔ (۱۴) دیوار میں میخ لگا دو۔ (۱۵) اپنا سامان باندھ لو (۱۶) گھوڑے کو پانی پلاؤ۔ (۱۷) میرے لئے جگہ بناؤ (۱۸) برتنوں کو قلعی کروا لو (۱۹) تولیہ نچوڑ دو۔ (۲۰) اس کی مٹھی گرم کرو۔ (۲۱) جلاب لے لو۔ (۲۲) جوش میں مت آؤ۔ (۲۳) اپنے خاندان کو بٹہ نہ لگاؤ (۲۴) زبان کو لگام دو۔ (۲۵) خدا کا شکر کرو۔ (۲۶) اس بک بک کو بند کرو۔ (۲۷) میری بات سنو۔ (۲۸) اپنی آمدنی کے مطابق خرچ کرو۔ (۲۹) اس معاملہ کو دبا دو۔ (۳۰) روپے کو ٹھنکار لو۔ (۳۱) اس بات کو جانے دو۔ (۳۲) دسترخوان بچھا دو۔ (۳۳) پرانے کوٹ کو رفو کرو۔ (۳۴) میرا غسل تیار کرو۔ (۳۵) واویلا نہ کرو (۳۶) تکلف نہ کرو۔

Hints

(1) Beat about the bush. (2) Backbite. (3) Square my accounts. (4) Debit. (5) Fair-weather friends. (6) Lie still. (7) Don't cock your nose. (8) Add fuel to the fire. (9) Ring him up. (10) Show in. (11) Feel at home. (12) Unlace. (13) Do. (14) Drive a peg. (15) Pack. (16) Water. (17) Make room. (18) Get tinned. (19) Wring. (20) Grease his palm. (21) Purgative. (22) Keep cool. (23) Bring disgrace. (24) Hold. (25) Thank. (26) Stop this nonsense. (27) Give ear. (28) Cut your coat according to your cloth. (29) Hush up. (30) Chink. (31) Drop this matter. (32) Set the table. (33) Darn. (34) Put on my bath. (35) Don't kick up a row. (36) Don't stand on ceremony.

CamScanner

Exercise No 42

General Information

(*Business*)

(۱) اکرم دودھ کی دوکان کرتا ہے - لیکن ہمیشہ کم تولتا ہے اور گاھکوں کے کپڑے اتارتا ہے - باوجود اس کے اس کا بال بال قرضے میں بندھا ہوا ہے - قرضخواہ اسکو ھر وقت تنگ کرتے رہتے ہیں - البتہ اس کا کاروبار خوب چل رھا ہے - گو بازار مندا ہے - یہ ادھار نہیں دیتا - نقد بیچتا ہے - اسے میرے سو روپے دینے ہیں - دس روپے ماھوار قسط سے ادا کرنے کا وعدہ کیا ہے - سچ ہے قرضہ لینا آسان ہے لیکن ادا کرنا مشکل ہے -

(۲) وہ دیکھو نیلام گھر ہے - آؤ ہم سودا کریں - دیکھو یہ کرسیاں بکاؤ ہیں - لیکن نیلام کے وقت ایک دوسرے سے بڑھ کر بولی دیتے ہیں - جو سب سے زیادہ بولی دیتا ہے - وہی چیز خریدتا ہے -

(۳) تجارت ایک نفع بخش پیشہ ہے - تاجر عموماً بڑے دولت مند ہوتے ہیں - لیکن اس میں دیانتدار ہونا بڑا ضروری ہے - بد دیانت جنگی چور اور بلیک کرنے والے دوکاندار قوم کے بد ترین دشمن ہیں -

Hints

1. Deals in milk, gives a short measure, charges high price, over head and ears in debt, creditors, do a roaring trade, although the business is slack, does not sell on credit but sells against cash payments, owes, by instalments, It is easier to borrow than to pay back.

2. Auction mart, strike a bargain, for sale, bid over each other, who bids the highest, gets the articles.

3. A paying profession, honest, smugglers and black-marketeers are the worst enemies.

Exercise No. 43

(Post and Bank)

I میں نے اپنے بھائی کو کل ایک رجسٹری بھیجی۔ وہ اسے تین دن کے بعد تقسیم ہوئی۔ ایک بیمہ شدہ خط بھیجا جو دو دن کے بعد ملا۔ لیکن جو چٹھی بذریعہ ڈاک بھیجی وہ اسی دن مل گئی۔ ایک خط پر ٹکٹ کم لگ گئے اور وہ بیرنگ ہو کر واپس آ گیا۔ مہربانی کرکے بتائیں کہ دوسری ڈاک کب آئیگی اور آخری ڈاک کب نکلتی ہے؟ تاکہ میں بھائی کی چٹھی بر وقت ڈاک میں ڈال سکوں۔

II میں نے اپنا حساب سنٹرل بینک میں کھلوایا ہے۔ میں ہر ماہ دو سو روپیہ جمع کراتا ہوں اور ایک سو روپیہ نکلوا لیتا ہوں۔ ویسے تو آجکل سود بہت کم ہے۔ لیکن روز مرہ کے حساب کتاب پر تو بالکل سود نہیں ملتا۔ کل میرے دوست نے دس روپے کا چیک کاٹا۔ مگر جب وہ تڑوانے گیا تو وہ جعلی نکلا۔

III ڈاک کی تقسیم کا کام ڈاکیے کے ذمہ ہوتا ہے۔ وہ گھر گھر جا کر کارڈ، خطوط، پارسل اور منی آرڈر تقسیم کرتا ہے۔ لوگ اس کی آمد کے ہر وقت منتظر رہتے ہیں۔

Hints

I. Sent by registered post, delivered, insured, by air-mail. Understamped, bearing, when is the next post due, when is the last post cleared, post the letter in time.

II. Opened my accounts, deposit, withdraw, the rate of interest is low, no interest is allowed on current account, issue a cheque, to get cashed, forged.

III. The Postman. He delivers postcards, letters, parcels and money orders.

Exercise No. 44

(Travelling)

(۱) کراچی تک میں ہوائی جہاز سے جاؤں گا اور پھر عدن کا سفر جہاز سے کرونگا۔ کراچی پہنچ کر میں نے بابر نامی جہاز پر سفر کرنے کے لئے ٹکٹ خریدا۔ اس جہاز نے لندن جانا تھا۔ اس نے دس بجے صبح لنگر اٹھایا اور روانہ ہو پڑا۔ اور دوسرے دن آٹھ بجے عدن میں لنگر انداز ہوا۔

(۲) گاڑی آنے کا وقت آٹھ بجے کا تھا۔ کانٹے والے نے سگنل نیچا کیا۔ اور میں نے اپنا سامان بلٹی کرایا۔ گاڑی لیٹ ہو گئی۔ کیونکہ وہ خانیوال کے سٹیشن پر پٹری سے اتر گئی تھی جب وہ ملتان پہنچی تو اس پر بڑی بھیڑ تھی۔ اس لئے میں نے ڈیوڑھے میں سفر کیا۔ اور بخیریت کراچی پہنچ گیا۔ وہاں ہم نے سنا کہ دو گاڑیاں گیمبر کے سٹیشن پر آپس میں ٹکرا گئیں اور بہت جانی نقصان ہوا۔

(۳) ہمیشہ تھوڑے سامان کے ساتھ سفر کرو۔ میں عموماً دوسرے درجے میں سفر کرتا ہوں۔ ہم چار میل پیدل گئے۔ لیکن استاد صاحب گھوڑے پر سوار تھے۔ واپسی پر ہم تانگے میں آئے۔ اور بخیریت گھر پہنچ گئے۔

Hints

1. Fly to Karachi, sail for Aden, booked my passage in the Babur, bound for London, weighed anchor, set sail, cast anchor.

2. The train was due, poinstman lowered the signal, booked the luggage, got derailed, was packed, travelled in inter class, collided, heavy loss of life.

3. Always travel light. I generally travel in second

Exercise No. 45

(*Accidents*)

وہ ایک ([1]پتھر سے ٹکرا کر ([2]منہ کے بل گر پڑا) ۔ میرا گھوڑا ([3]بدک گیا) اور میں گر پڑا ۔ ([1]میری سائیکل بے قابو ہو گئی) ۔ اور ایک ([5]درخت سے جا ٹکرائی) اور میں دس فٹ کے فاصلہ پر جا گرا ۔ میری سائیکل ([6]تانگے سے ٹکرائی) اور ([7]چورا چورا ہو گئی) ۔ میں گر پڑا اور میرے گھٹنے پر ([8]چوٹ آ گئی) ۔ اور بازو کی ([9]ہڈی ٹوٹ گئی) ۔ دریا راوی میں ([10]کشتی الٹ گئی) ۔ اور لوگ ڈوب گئے ۔ میری موٹر ([11]پھسل گئی) ۔ کیمبر کے سٹیشن پر ریل کی ٹکر کا ایک المناک حادثہ ہوا ۔ کراچی ایکسپریس اپنی ([12]پوری رفتار) کے ساتھ آ رہی تھی ۔ کہ اس کی ٹکر ([13]ایک سٹیشن پر کھڑی ہوئی مال گاڑی) سے ہو گئی ۔ دونوں انجن پاش پاش ہو گئے ۔ کچھ ڈبے لائن سے ([14]اتر گئے) ۔ کچھ ڈبے ایک دوسرے میں ([15]دھنس گئے) ۔ اور کئی ڈبے آگ سے جل کر ([16]خاکستر ہو گئے) ۔ بہت جانیں اس حادثہ میں ([16]ضائع ہوئیں) ۔ اور لاکھوں ([18]روپے کا مالی نقصان) ہوا ۔ کہا جاتا ہے کہ یہ حادثہ ریلوے ملازمین کی ([19]غفلت) سے ہوا ۔ ([20]عدالتی تحقیقات کا حکم دیا گیا ہے) ۔ تاکہ آئندہ ایسے حادثات کا ([21]اعادہ نہ ہو) ۔

Hints

(1) Stumbled against. (2) Fell headlong. (3) Shied. (4) Lost control of the cycle. (5) Ran into a tree. (6) Struck against a tonga (7) Broke into pieces. (8) Hurt my knee. (9) Fractured. (10) The boat capsized. (11) My car skidded. (12) At full speed. (13) Collided with a goods train. (14) Some carriages were derailed. (15) Telescoped. (16) Reduced to ashes. (17) Many lives were lost. (18) A heavy financial loss. (19) Negligence. (20) Judicial inquiry has been ordered. (21) Recurrence.

Exercise No. 46

(Health and Diseases)

I. (۱) مجھے بخار ہو گیا ہے - (۲) میرا جی متلا رہا ہے - (۳) میرا سر چکر کھا رہا ہے - (۴) میرا معدہ بگڑا ہوا ہے - (۵) مجھے دائمی قبض ہے - (۶) میں نے قبض کشا دوا لی ہے - (۷) میرا پیٹ صاف نہیں ہے - (۸) میری آنکھیں دکھتی ہیں - (۹) آج میری طبیعت ناساز ہے (۱۰) ڈاکٹر صاحب نبض دیکھ رہے ہیں - (۱۱) میرے پاؤں کو موچ آ گئی ہے - (۱۲) اس کی ہڈی ٹوٹ گئی ہے - (۱۳) تپ دق تپ محرقہ ، تپ ملیریا ، پیچش ، ہیضہ اور طاعون مہلک بیماریاں ہیں - (۱۴) کریم کو باری کا بخار آتا ہے - (۱۵) ڈاکٹر نے زخم کی مرہم پٹی کی - (۱۶) کمپونڈر نے ٹوٹی ہوئی ہڈی پر پٹی باندھی - (۱۷) تمہارے پھوڑے کا منہ بن آیا ہے - (۱۸) اسکا بھائی نمونیا سے مر گیا ہے - (۱۹) میرا بھائی صحتیاب ہو رہا ہے (۲۰) کونین ملیریا کی مجرب دوا ہے -

II. (۱) احمد کا گھٹنا اتر گیا ہے - (۲) وہ اسے گرم پانی سے ٹکور کر رہا ہے - (۳) کل اس نے اس پر مالش کی اور مرہم بھی لگائی - (۴) اس کی صحت خراب ہو گئی ہے کیونکہ کام کی زیادتی اور تفکرات صحت پر برا اثر ڈالتے ہیں -

Hints

I. (1) Fever. (2) Sick. (3) Giddy. (4) Stomach upset. (5) Chronic constipation. (6) Laxative. (7) Bowels not clear. (8) Sore eyes. (9) Indisposed. (10) Feel the pulse. (11) Sprained. (12) Fractured. (13) Tuberculosis, typhoid, malaria, dysentery, cholera, plague, are fatal diseases. (14) Intermittent. (15) Dress. (16) Bandage. (17) Boil is pointing. (18) Pneumonia. (19) Recover. (20) Specific.

II. (1) Dislocated. (2) Fomenting. (3) Applied ointment.

Exercise 47

CHART No. 21

(Sentences of everyday use Translated)

(I) Imperative Sentences

1.	Speak the truth.	سچ بولو
2.	Do not tell a lie.	جھوٹ مت بولو
3.	Live within your means.	اپنی حیثیت میں رہو
4.	Do your worst.	جو کچھ تم سے ہو سکے، کرلو
5.	Do not back-bite anybody.	تم کسی کی چغلی مت کرو
6.	Always travel light.	کم سامان کے ساتھ سفر کرو
7.	Hold your tongue.	اپنی زبان قابو میں رکھو
8.	Beware of imitations.	نقلی چیزوں سے خبردار رہو
9.	Keep to the left.	بائیں ہاتھ چلو
10.	Do not stand on ceremony.	تکلف نہ کیجئے
11.	Say your lesson.	سبق پڑھو
12.	Strike a match.	دیا سلائی جلاؤ
13.	Speak your mind.	دل کی بات بتاؤ
14.	Do not blow your own trumpet.	اپنے منہ میاں مٹھو نہ بنو
15.	Do not be stiff necked.	ضد نہ کرو
16.	Unlace the boots.	بوٹ کے تسمے کھول دو
17.	Turn off the tap.	نلکا بند کر دو
18.	Do not add insult to injury.	زخم پر نمک نہ چھڑکو

CS CamScanner

19.	Please thread the needle.	براۓ مہربانی سوئی میں دھاگا ڈالیۓ
20.	Do not give short measure.	کم نہ تولو
21.	Let us go to the picture.	آؤ سینما چلیں
22.	Let him have his own way.	اسے اپنی مرضی پر چلنے دو
23.	Do not call me names.	مجھے گالیاں مت دو
24.	Do not be too familiar with him.	اسے زیادہ منہ نہ لگاؤ
25.	Drop this subject.	اس بات کو جانے دو
26.	Set the table.	دستر خوان بچھا دو
27.	Take him to task.	اس کے کان کھینچو
28.	Do not mess the accounts.	حساب میں گڑ بڑ نہ کرو
29.	Do not ride a high horse.	بڑے میاں نہ بنے پھرو
30.	Do not kick up a row.	واویلا نہ مچاؤ
31.	Do not get on our nerves.	ہمارا ناک میں دم نہ کرو
32.	Let us call it a day.	آؤ اب چھٹی کریں

(ii) Present Tense

33.	The examination is at hand.	امتحان سر پر کھڑا ہے
34.	He is in a fix.	وہ مشکل میں پڑ گیا ہے

CS CamScanner

35. He has made a fool of me.	اس نے مجھے بیوقوف بنایا ہے
36. The ship is bound for Karachi.	جہاز کراچی جانے والا ہے
37. The ship has weighed anchor.	جہاز نے لنگر اُٹھایا ہے
38. The ship has cast anchor.	جہاز نے لنگر ڈال دیا ہے
39. This does not serve my purpose.	اس سے میرا مقصد حل نہیں ہوتا
40. His days are numbered.	وہ چند دن کا مہمان ہے
41. He wants my head on the charger.	وہ میرے خون کا پیاسا ہے
42. They are at daggers drawn.	وہ دونوں جانی دشمن ہیں
43 You go on harping on the same string.	تم ایک ہی راگ الاپتے ہو
44. I want fair deal and no favour.	میں انصاف چاہتا ہوں ۔ رعایت نہیں چاہتا ۔
45. I do not believe in lip talk.	میں زبانی جمع خرچ کو نہیں مانتا
46. He hankers after fame.	وہ شہرت کا بھوکا ہے
47. I bear you no grudge.	مجھے آپ کے خلاف کوئی رنجش نہیں ۔
48. I have no voice in this matter.	اس معاملہ میں میری کوئی شنوائی نہیں ۔
49. It is none of my business.	میرا اس سے کوئی سروکار نہیں

50. You simply talk rot.	تم محض بکتے ہو
51. He lacks wisdom.	اس میں عقل کی کمی ہے
52. He is my fast friend.	وہ میرا گہرا دوست ہے
53. I am in a hurry.	مجھے بہت جلدی ہے
54. I am going to receive him.	میں ان کو لینے جا رہا ہوں
55. I am feeling sleepy.	مجھے نیند آ رہی ہے
56. I am feeling giddy.	میرا سر چکرا رہا ہے
57. Two and two make four.	دو اور دو چار ہوتے ہیں
58. I have thought out a plan.	مجھے ایک تجویز سوجھی ہے
59. I have made up my mind.	میں نے مصمم ارادہ کر لیا ہے
60. I have no appetite today.	مجھے آج بھوک نہیں ہے
61. The patient is growing worse.	مریض کی حالت خراب ہو رہی ہے -
62. The doctor has declared the case hopeless.	ڈاکٹر نے جواب دے دیا ہے
63. I am suffering from sore throat.	میرا گلا خراب ہے
64. I am suffering from sorve eyes.	میری آنکھیں دکھتی ہے
65. The doctor is feeling his pulse.	ڈاکٹر اس کی نبض دیکھ رہا ہے
66. He is hard of hearing.	وہ کچھ اونچا سنتا ہے

CamScanner

67. He looks upon me as his brother.	وہ مجھے اپنا بھائی سمجھتا ہے
68. He is a man of word.	وہ وعدے کا پکا ہے
69. I am out of wits.	میری عقل ٹھکانے نہیں
70. He is short tempered.	وہ جلد چڑ جاتا ہے
71. He is a confirmed rogue.	وہ پکا بدمعاش ہے
72. The milk has turned sour.	دودھ پھٹ گیا ہے
73. The egg has gone bad.	انڈا خراب ہو گیا ہے
74. He is run down.	وہ کمزور ہو گیا ہے
75. This book is selling like hot cakes.	یہ کتاب ھاتھوں ھاتھ بک رہی ہے
76. I have eaten to my fill.	میں نے پیٹ بھر کر کھانا کھایا ہے -
77. You always rise to the occasion.	تمھیں وقت پر خوب سوجھتی ہے -
78. I am no match for him.	میرا اس سے کیا مقابلہ
79. He misses you very much.	وہ آپ کو بہت یاد کرتا ہے
80. Bribery is the order of the day.	آج کل رشوت کا بازار گرم ہے
81. This quarrel is the talk of the town.	اس جھگڑے کا شہر میں چرچا ہے -
82. I must be off now.	مجھے اب چلا جانا چاہیے
83. He lives like a lord.	وہ ٹھاٹھ سے رہتا ہے

84.	You invite trouble for nothing.	تم تو یونہی مصیبت مول لیتے ہو۔

(iii) Past Tense

85.	He was sacked.	اس کو نوکری سے برطرف کیا گیا۔
86.	I was stunned to hear this news.	یہ سن کر میرے ہوش و حواس جاتے رہے۔
87.	He was murdered in cold blood.	وہ نہایت سرد مہری سے مارا گیا۔
88.	The motion was carried.	تجویز پاس ہو گئی
89.	I was taken aback.	میں ششدر رہ گیا
90.	He was reduced to skeleton.	وہ سوکھ کر کانٹا ہو گیا
91.	He was accused of theft.	اس پر چوری کا الزام لگایا گیا
92.	The thief was caught red-handed.	چور چوری کرتے ہوئے پکڑا گیا۔
93.	He was bailed out.	وہ ضمانت پر رہا ہوا
94.	The trees were uprooted.	درخت جڑ سے اکھڑ گئے
95.	His efforts were crowned with success.	اُس کی کوششیں پھل لائیں
96.	He almost split his sides with laughter.	وہ ہنستے ہنستے لوٹن کبوتر بن گیا۔
97.	He heaved a deep sigh.	اس نے ایک ٹھنڈی سانس لی

CamScanner

98.	He fell flat on his back.	وہ چاروں شانے چت گرا
99.	This news made my hair stand on end.	اس خبر سے میرے رونگٹے کھڑے ہو گئے -
100.	He spoiled the whole game.	اس نے بنا بنایا کھیل بگاڑ دیا
101.	He turned a deaf ear to my advice.	میری نصیحت کی اس نے پروا نہ کی -
102.	He pocketed the insult.	اس نے بے عزتی کو گوارا کر لیا -
103.	They fell out with each other.	اُن کا آپس میں جھگڑا ہوگیا
104.	The soldiers opened fire at once.	سپاہیوں نے فوراً گولہ باری شروع کر دی -
105.	He took to drinking.	وہ شراب پینے کا عادی ہوگیا
106.	He felt very small.	وہ اپنا سا منہ لیکر رہ گیا
107.	He put me off with an excuse.	اس نے بہانہ بنا کر مجھے ٹال دیا -
108.	He acted on my advice.	اس نے میری نصیحت پر عمل کیا -
109.	I had not a wink of sleep.	مجھے ذرا نیند نہ آئی
110.	We hailed a tonga.	ہم نے تانگے والے کو آواز دی
111	He ate his fill.	اُس نے جی بھر کر کھانا کھایا
112	He got out of breath by running.	بھاگتے بھاگتے اس کا دم پھول گیا -

CamScanner

113. A cold shiver ran through me.	میں سناٹے میں آ گیا
114. He had a narrow escape.	وہ بال بال بچا
115. His efforts ended in smoke.	اس کی کوششیں رائیگاں گئیں
116. He opposed me tooth and nail.	اس نے ہر ممکن طریقہ سے میری مخالفت کی ۔
117. He got scot free.	وہ صاف بچ نکلا
118. He made off with my watch.	وہ میری گھڑی لیکر چمپت ہو گیا
119. He had a nasty fall.	وہ بری طرح گرا
120. He saw through his plan.	وہ اس کی چالاکی تاڑ گیا
121. He fell head-long.	وہ سر کے بل گرا
122. The strike was called off.	هڑتال ختم ہو گئی
123. The hall resounded with cheers.	ہال تالیوں سے گونج اٹھا
124. There was pin drop silence in the hall.	ہال میں خاموشی کا عالم طاری تھا ۔
125. I opened my heart to him.	میں نے اسے اپنے دل کا تمام حال سنایا ۔
126. From words they came to blows.	باتوں باتوں میں نوبت گھونسوں تک آپہنچی ۔

(*iv*) Questions

127 Who goes there?	کون جا رہا ہے

128.	Who set you up in business?	تمہارا کاروبار کس نے چلایا
129.	Who gave you his cold?	تم نے زکام کس سے سہیڑ لیا
130.	What brings you here?	کیسے آنا ہوا
131.	What can I do for you?	میں آپکی کیا مدد کر سکتا ہوں
132.	Which shop do you deal at?	آپ کس دوکان سے سودا خریدتے ہیں
132.	What does this road lead to?	یہ سڑک کدھر جاتی ہے
134.	Where do I come in?	میرا اس سے کیا واسطہ
135.	When are you in?	آپ کس وقت گھر پر ہوتے ہیں
136.	How do you do?	مزاج مبارک
137.	How goes the world with you?	کیسے گزرتی ہے
138.	Why are you loitering about?	آوارہ کیوں پھر رہے ہو
139.	Why did you knock him down?	تم نے اسے کیوں دے پٹخا
140.	Why did he pick the lock?	اس نے تالا کیوں توڑا
141.	Does it look like raining?	کیا بارش ہونے کو ہے
142.	Does the train stop at Gujrat?	کیا گاڑی گجرات کھڑی ہوتی ہے
143.	Have you had your dinner?	کیا آپ کھانا کھا چکے ہیں

CS CamScanner

(*v*) Exclamations

144.	Hallo! Is it you?	آہا ۔ کیا آپ ہیں ؟
145.	What a fine day!	کتنا خوشگوار دن ہے
146.	Would that it were spring for ever!	کاش کہ ہمیشہ موسم بہار رہتا
147.	What a cool breeze is blowing!	کیسی ٹھنڈی ہوا چل رہی ہے
148.	If only we could get the ticket.	کاش کہ ہمیں ٹکٹ مل جاتا
149.	Bravo! you have won the wager.	شاباش ۔ تم نے شرط جیت لی
0.	Alas! I am undone.	افسوس کہ میں برباد ہو گیا

(*vi*) Sentence Structure

Note :—One pattern for each structure is given below The teacher should supply more for practice in each case.

151.	Many a man like you has come and gone.	تمہارے جیسے کئی آئے ہیں اور چلے بھی گئے ۔
152.	When I reached the station, the train had left.	جب میں اسٹیشن پر پہنچا گاڑی جا چکی تھی ۔
153.	This is the same man that came yesterday.	یہ وہی آدمی ہے جو کل آیا تھا ۔
154.	The man whom you saw yesterday has left today.	جو آدمی آپ کو کل ملا تھا آج چلا گیا ہے ۔

155. The book which was lost has been found.	جو کتاب گم ہو گئی تھی وہ مل گئی ہے ۔
156. This is not such a book as I like.	یہ ایسی کتاب نہیں ۔ جیسی میں پسند کرتا ہوں ۔
157. The boy whose companions are bad cannot be good.	جس لڑکے کے ساتھی برے ہوں وہ اچھا نہیں ہو سکتا ۔
158. Air is as much necessary for human life as water.	ہوا انسانی زندگی کے لئے اتنی ہی ضروری ہے جتنا کہ پانی ۔
159. But for your help, he would have failed.	اگر تم اس کی مدد نہ کرتے تو وہ فیل ہو جاتا ۔
160. If he had come, I would have helped him, or Had he come, I would have helped him.	اگر وہ آ جاتا تو میں اس کی مدد کرتا ۔
161. But for hard work you cannot pass.	محنت بغیر تم پاس نہیں ہو سکتے ۔
162. Far be it from me to break with him.	خدا نہ کرے کہ میرا اس سے بگاڑ ہو جائے ۔
163. It is years since we met.	ہماری تمہاری ملاقات ہوئے برسوں گزر گئے ۔
164. He has been ill since yesterday.	وہ کل سے بیمار ہے ۔

CS CamScanner

165.	He has been ill for many days.	وہ کئی دن سے بیمار ہے ۔
166.	However fast you may run, you cannot catch the train.	چاہے تم کتنا تیز دوڑو گاڑی نہیں پکڑ سکتے ۔
167.	Beware of him even if he offers you a reward.	اس کی باتوں میں نہ آنا چاہیے خواہ وہ تمہیں انعام کا لالچ بھی دے ۔
168.	If you work hard, you will pass.	اگر محنت کرو گے ۔ تو پاس ہو جاؤ گے ۔
169.	No sooner had we left the house than it began to rain, or As soon as we left the house it began to rain, or We had hardly left the house when it began to rain or We had scarcely left the house before it began to rain.	جونہی ہم مکان سے نکلے مینہ برسنا شروع ہو گیا ۔
170.	He is both brave and rich.	وہ دلیر بھی ہے اور دولتمند بھی

171.	Either this boy or his brother has opened the door.	اس لڑکے نے یا اس کے بھائی نے دروازہ کھولا ہے -
172.	I like neither this one nor that.	نہ میں اسے پسند کرتا ہوں نہ آسے -
173.	You must do this whether you like it or not.	تم کو ایسا کرنا ہوگا خواہ تم پسند کرتے ہو یا نہ -
174.	Though all men were against him, yet he stuck to his own opinion.	اگرچہ سب اس کے خلاف تھے مگر وہ اپنی رائے پر قائم رہا -
175.	He was not only fined but also caned.	اس کو صرف جرمانہ ہی نہیں ہوا بلکہ بید بھی لگے -
176.	I had better go home.	میرے لئے گھر جانا بہتر ہے -
177.	I had rather not go.	میرے لئے نہ جانا ہی اچھا ہے -
178.	I would rather die than beg.	میں مر جاؤنگا مگر بھیک نہ مانگونگا -
179.	I had sooner die than put up with such an insult.	ایسی بے عزتی سے تو مر جانا بہتر ہے -
180.	Not to speak of walking he could not sit even.	چلنا تو در کنار وہ تو بیٹھ بھی نہیں سکتا -

CS CamScanner

181. Come what may, we must attempt to cross the river.	کچھ بھی ہو ہم دریا کو عبور کرنے کی کوشش کرینگے ۔
182. Having finished the work they called it a day.	کام ختم کرکے انھوں نے چھٹی کر دی ۔
183. I will not go there unless you accompany me.	میں وہاں نہیں جاؤنگا جب تک تم میرے ساتھ نہ جاؤ ۔
184. Walk slowly lest you should fall.	آہستہ چلو ۔ مبادا کہ گر جاؤ ۔
185. I will do this work provided you accept my terms.	میں اس کام کو کرونگا بشرطیکہ تم میری باتوں کو مانو ۔
186. He shrieked loudly as if he had been hit by a ball.	وہ اونچی آواز سے چلایا گویا کہ اس کو ایک گیند لگی ہے ۔
187. The higher we ascend, the cooler it is.	جتنا اوپر جائیں اتنی زیادہ ٹھنڈ ہوگی ۔
188. I am so tired that I cannot go any further or I am too tired to go any further.	میں اتنا تھک گیا ہوں کہ ذرا بھی آگے نہیں جا سکتا ۔

189.	I was able to swim when I was five.	میں پانچ سال کی عمر میں تیر سکتا تھا ۔
190	He knows how to write a letter.	وہ خط لکھنا جانتا ہے ۔
191	These boys had to be present at 8 o'clock.	ان لڑکوں کو آٹھ بجے حاضر ہونا پڑتا تھا ۔
192	Yon should have guided the blind man.	تمھیں اندھے کو راستہ بتانا چاہئے تھا ۔
193.	I want him to build his health.	میں چاہتا ہوں کہ وہ اپنی صحت بنائے ۔
194	In spite of my repeated requests he paid no heed.	میری پے در پے درخواستوں کے باوجود اس نے کوئی دھیان نہ دیا ۔
195.	Instead of working hard he plays all day long.	بجائے محنت کرنے کے وہ دن بھر کھیلتا ہے ۔
196.	After putting out the lamp, he goes to sleep.	وہ بتی گل کرکے سو جاتا ہے ۔
197.	On seeing the teacher, we made off.	ہم ماسٹر صاحب کو دیکھ کر کھسک گئے ۔

(vii) The right verb in the Right place.

198	Pare the potatoes	آلوؤں کو چھیل لو
	Peel the apples	سیبوں کو چھیل لو

	Cut his hair	اس کے بال کاٹو
	Trim his beard	اس کی داڑھی تراشو
	Shave his beard	اس کی داڑھی مونڈو
	Pare his nails	اس کے ناخن کاٹو
199.	Climb the tree	درخت پر چڑھ جاؤ
	Scale the wall	دیوار پر چڑھ جاؤ
	Board the train	ریل پر چڑھ جاؤ
200.	Reap the crop	فصل کاٹو
	Lop off the branches	شاخوں کو کاٹو
	Spread the carpet	دری بچھا دو
	Stretch the mat	ٹاٹ بچھا دو
	Lay the table	دسترخوان بچھا دو
201.	Clean your nose	ناک صاف کرو
	Cleanse the house	مکان کو صاف کرو
202.	Collect money	روپیہ اکٹھا کرو
	Gather the crop	فصل اکٹھا کرو
203.	Find a job	نوکری ڈھونڈ لو
	Discover a way	کوئی طریقہ ڈھونڈ لو
	Invent an excuse	کوئی بہانہ ڈھونڈ لو
204.	Don't poil the clothes	کپڑوں کو گندہ نہ کرو
	Don't make the floor dirty	فرش کو گندہ نہ کرو
205.	Light the candle	بتی کو جلاؤ
	Kindle the fire	آگ کو جلاؤ
206.	Make tea	چائے بناؤ
	Build a house	مکان بناؤ
	Construct a road	سڑک بناؤ

CS CamScanner

B. Testing Exercises Exercise No. 48

(ا) میں ایک ترکھان ہوں ۔ میں لکڑی چیرتا[1] ہوں اور اسکی بہت سی چیزیں بناتا ہوں ۔ میں اس میں بہت ہی خوش ہوں ۔ میں لکڑی کی خوشبو[2] کو پسند کرتا ہوں ۔ مجھے اپنے اوزاروں[3] سے محبت ہے ۔ کام کرتے وقت میں اکثر گاتا ہوں ۔ جب میں صاف ستھری لکڑی کی کوئی چیز بنا لیتا ہوں تو مجھے آرام کرنے میں[4] بڑا لطف آتا ہے ۔ اس لئے جب لوگوں نے مجھے بادشاہ بنانا چاہا میں نے ان کی تجویز سے اتفاق[5] نہیں کیا ۔

(ب) میں نے شیر کو دور[1] سے دیکھا ۔ وہ جھاڑیوں میں بیٹھا تھا میں فوراً چھپ گیا اور بندوق بھر[2] لی ۔ اس کے بعد میں نے آہستہ آہستہ شیر کی طرف بڑھنا[3] شروع کیا ۔ اگر میں ذرا بھی شور کرتا تو وہ چھپ جاتا ۔ آخر میں اس کے قریب پہنچ گیا وہ مجھے پتوں میں سے صاف دکھائی دے رہا تھا ۔ مگر اس نے ابھی مجھے نہیں دیکھا تھا ۔ میں چاہتا تھا کہ اسے[4] پہلی گولی سے ہی مار ڈالوں ۔ چنانچہ میں نے نہایت احتیاط سے[5] نشانہ لگایا ۔

(ج) (۱) میں آگ جلانے کی کوشش کر رہا ہوں ۔ (۲) جمیل کو کرکٹ کھیلنے کا بہت شوق ہے ۔ (۳) آج آپ کی طبیعت اچھی نہیں ہے ۔ (۴) وہ جھوٹ سے سخت نفرت کرتی ہے ۔ (۵) حامد ہوائی جہاز سے ڈھاکہ گیا ۔

Hints

(A) (1) Saw. (2) Smell. (3) Tools. (4) Enjoy rest. (5) Refused.

(B) (1) From a distance. (2) Loaded. (3) Advanced. (4) With the first shot. (2) Fond of. (3) Not well. (4) Falsehood. (5) By air.

Exercise No. 49

(ا) گاؤں میں ہم لوگ بہت خوش تھے ۔ صبح سویرے[1] اُٹھتے ۔ کنوئیں پر نہاتے تھے ۔ تمام دن ٹھنڈی ہوا چلتی[2] تھی دوپہر کو درختوں کی چھاؤں میں سوتے تھے ۔ ہمارے گاؤں کے نزدیک ایک چھوٹی[3] ندی بہتی ہے ۔ اس کا پانی نہایت صاف ہوتا ہے ۔ اس ندی کے کنارے پر گھاس ہر موسم میں ملتا ہے ۔ میں اپنی گائیں بھیں چراتا[4] تھا ۔ میرا چھوٹا بھائی اکثر میرے ساتھ ہوتا تھا ۔ وہ جہاں کہیں سوکھی ٹہنی[5] دیکھتا ، اُٹھا لیتا ۔ اس کی جمع کی ہوئی لکڑی شام کو جلانے کے کام آتی تھی[6] ۔

(ب) (۱) میرے کمرے سے ایک کرسی اٹھا لاؤ ۔ (۲) حامد کی کتاب تم نے کہاں رکھی ہے (۳) ناشتہ تیار ہے ۔ (۴) مجھے کچھ خریدنا ہے ۔ (۵) میں تم سے دو سال بڑا ہوں ۔ (۶) وہ بیمار تھا ۔ لیکن پہلے سے اچھا ہے ۔ (۷) اس نے میری ٹوپی کھڑکی سے باہر پھینک دی ۔ (۸) براہ مہربانی ذرا انتظار کریں ۔ (۹) وہ چاہتے ہیں کہ آپ اتوار کے دن ان سے ملیں ۔ (۱۰) وہاں نہ اسلم ہے نہ جمیلہ ۔ (۱۱) میں کیوں کسی کے لئے جھوٹ بولوں ۔ (۱۲) میں تمہیں الوداع کہنے آیا ہوں ۔

Hints

(A) (1) We woke up early in the morning and bathed on a well. (2) Cool breeze. (3) Rivulet. (4) Graze. (5) Twigs (6) Used as fuel.

(B) (1) Fetch. (3) Break-fast. (5) Older. (11) Tell (12) Bid farewell.

Exercise No. 50

(ا) ڈاکٹر اقبال ایک بہت بڑے انسان[1] تھے ۔ آپ اس صدی کے سب سے بڑے مسلمان شاعر ہیں ۔ آپ کی شاعری اُمید اور کامیابی کا پیغام دیتی[2] ہے ۔ آپ کی زندگی بالکل سادہ تھی ۔ جھوٹ اور غیبت[3] کو بڑا گناہ سمجھتے تھے ۔ اپنی رائے[4] کسی قیمت پر فروخت نہ کرتے تھے ۔ شروع ہی میں تنہائی پسند تھے ۔ ان کا دروازہ ہر شخص کے لئے کھلا رہتا تھا[5] ۔ ہر ملاقاتی[6] سے اس کی لیاقت[7] کے مطابق گفتگو کرتے تھے ۔

(ب) ایک شکاری نے جنگل میں جال بچھایا[1] ۔ اس میں مختلف قسم کے پرندے کوے کبوتر[2] فاختہ[3] وغیرہ پھنس گئے ۔ وہ ایک دوسرے سے کہنے لگے ۔ لالچ[4] نے ہمیں پھنسا دیا ہے ۔ اگر ہم سب اتفاق کر لیں تو اس مصیبت[5] سے بچ سکتے ہیں ۔ سب پرندوں نے مل کر زور لگانے کا فیصلہ کیا اور جال کو لے کر اُڑ گئے ۔ اتفاق میں بڑی برکت ہے[6] ۔

(ج) (۱) تم گھبرائے ہوئے کیوں ہو ۔ (۲) جب تک ہمت نہ کرو گے کچھ نہ بنے گا ۔ (۳) یہ ایجاد کا زمانہ ہے ۔ (۴) ہیڈ ماسٹر صاحب کل ہمارا امتحان لینگے ۔

Hints

(A) (1) Great man. (2) Message. (3) Back-biting. (4) Opinion. (5) Accessible. (6) Vistor. (7) Ability.

(B) (1) Laid out. (2) Pigeons. (3) Doves. (4) Greed. (5) Calamity. (6) Union is strength.

(C) (1) Upset. (2) Achieve nothing. (3) Age of inventions.

Exercise No. 51

(الف) ورزش کرنے سے آدمی کے بدن میں قوت آتی ہے اور تندرست رہتا[1] ہے۔ مدرسوں کے لڑکے کئی طرح کی ورزش[2] کرتے ہیں۔ قواعد کے گھنٹے میں قواعد کرتے[3] ہیں۔ آج کل کرکٹ کا رواج بھی زیادہ[4] ہوتا جا رہا ہے۔ کرکٹ کا میدان صاف اور ہموار ہونا چاہئے تا کہ گیند اُچھل اُچھل[5] کر کھیلنے والوں کو زخمی نہ کرے۔

(ب) (۱) آج ہوا بند ہے۔ (۲) وہ بال کٹوانے گیا ہے۔ (۳) میں تمہیں سیدھا کر دوں گا۔ (۴) چلتے بنو۔ (۵) یہ شارع عام نہیں ہے۔ (۶) میرا جی متلا رہا ہے۔ (۷) میرا سر چکراتا ہے۔ (۸) وہ فضول خرچ ہے۔ (۹) وہ سر کے بل گرا۔ (۱۰) وہ ٹھوکر کھا کر گر پڑا۔

Hints

A. (1) Keep fit. (2) Various kinds of exercises. (3) Have drill. (4) Becoming popular. (5) Bump.

B. (1) Close. (2) For a hair cut. (3) Teach you a lesson. (4) Be off. (5) No thoroughfare. (6) Feeling nausea. (7) Feeling giddy. (8) Spendthrift. (9) Headlong. (10) Stumbled.

CamScanner

Exercise No. 52

(أ) یہ کنواں میرے باپ نے بنوایا تھا ۔ پاس ہی گاؤں ہے ۔ اس کے رہنے والے[1] اس کنویں کا پانی پیتے ہیں ۔ پانی بھی خدا کی عجیب نعمت[2] ہے ۔ پانی نہ ہوتا تو ہم پیاس کے مارے مر جاتے[3] ۔ کھیتیاں سوکھ[4] جاتیں ۔ درخت مرجھا جاتے ۔ آؤ ذرا بیٹھ کر آرام کریں ۔ اس ٹھنڈی ٹھنڈی[5] ہوا کے مزے لیں ۔ پانی کے بغیر تو کچھ دیر زندہ بھی رہ سکتے ہیں مگر ہوا کے بغیر تو دم بھر بھی گزارہ نہیں ہو سکتا[6] ۔

(ب) (۱) آؤ لڑکو کھیل کے میدان میں چلیں (۲) بھلا بتاؤ اس نشان سے اس درخت تک کتنے قدم کا فاصلہ ہوگا ۔ (۳) ہمت رکھو اتنے مایوس کیوں ہو گئے ہو ۔ (۴) اب خوب ابر چھا گیا ۔ بوندیں پڑنے لگیں ۔ قدم اٹھا کر چلو ۔ (۵) اب رہنے بھی دو ۔ پھر کل دیکھا جائیگا ۔ (۶) نہ ہی بیہودہ بکواس کرو اور نہ ہی شیخی مارو ۔ اور نہ ہی اپنے منہ میاں مٹھو بنا (۷) آپ کا کیا خیال ہے ۔ کتنی دیر سے یہاں ہو ۔ (۸) بجلی کو روشن کرو ۔ پنکھے کو بند کرو ۔ (۹) دل کی بات کہو ۔ اس بات کو جانے دو ۔ (۱۰) اس چھوٹے لڑکے کے منہ پر تھپڑ مارو اور بڑے کے بید مارو ۔

Hints

A. (1) Inhabitants. (2) Blessing. (3) We should have died without water. (4) Wither. (5) Cool breeze. (6) Cannot do without air.

(B) (2) Paces (3) Courage, down-cast. (4) Over-cast. (5) Leave it alone. (6) Talk rot, talk big, blow your own trumpet. (8) Switch on, off. (9) Speak your mind, drop this subject, (10) Slap, cane the big boy.

Exercise No. 53

(ا) اگر بچے کو اچھی غذا[1]، اچھی تعلیم[2] اور اچھی صحبت[3] ملتی ہے تو اس کی صحت بھی درست رہتی ہے - وہ سمجھدار اور ہوشیار[4] ہو جاتا ہے - اس میں ہمدردی[5]، محبت[6]، نیک چلنی[7] کے جوہر پیدا ہو جاتے ہیں - نہیں تو جس طرح اوسر[8] زمین میں بیج پنپنے[9] نہیں پاتا - اسی طرح نا مناسب تعلیم و پرورش سے انسان کی قدرتی قابلیتوں[10] کی نشو نما نہیں ہوتی - باغ میں وہی پودے پھلتے پھولتے[11] ہیں جو اچھی زمین[12] میں بوئے جاتے ہیں اور جن پر مالی کافی ریاضت کرتا ہے - اسی طرح دنیا کے انہی انسانوں میں اعلیٰ قسم کے دماغی[13]، اخلاقی[14] اور جسمانی[15] جوہر پیدا ہوتے ہیں جن کو اچھی تعلیم اور اچھی صحبت نصیب ہوتی ہے -

(ب) (۱) مجھے صدر بازار میں اتار دینا - (۲) اس کمرے کی چمنی میں سے دھواں اچھی طرح نہیں نکلتا - (۳) میرا آپ سے کوئی واسطہ نہیں (۴) اس نے کتے کو بھیڑیا سمجھا اور بھاگ گیا - (۵) آج کل میرا وقت بہت مشکل سے گزرتا ہے - (۶) وہ ہمیشہ خیالی پلاؤ پکاتا ہے - (۷) وہ اتنی عمر کا نظر نہیں آتا - (۸) اپنے آپ کو بے قصور ثابت کرنے کے لئے اس نے ایک کہانی گھڑ لی -

Hints

A. (1) Food. (2) Education. (3) Company. (4) Smart. (5) Sympathy. (6) Affection. (7) Character. (8) Barren. (9) Sprout. (10) Inborn qualities. (11) Thrive. (12) Good soil. (12) Intellectual. (14) Moral. (15) Physical.

B. (1) Drop. (2) Does not draw the smoke well. (5) Hangs heavy. (6) Builds castles in the air. (7) Look his age. (8) Made up a story.

Exercise No. 54

(ا) عجیب بات تھی کہ گاڑی سٹیشن پر چار بجے پہنچنی تھی[1] اور میں تین بجے سے اس کا انتظار کر رہا تھا ۔ مگر گاڑی نہ آئی[2] ۔ چار بجے سے سگنل ڈاؤن تھا[3] ۔ اور دیکھنے والا بھی سوچتا تھا[4] کہ چند منٹوں میں گاڑی پہنچ جائے گی ۔ لوگوں کی نظریں بار بار اس سمت کو اٹھتی تھیں جہاں وہ پہاڑی پر چڑھتی ہوئی[5] نظر آیا کرتی تھی ۔ تھوڑی دیر کے بعد کوئی شخص اٹھکر غور سے دیکھتا لیکن پھر خاموشی چھا جاتی[6] ۔ چند پٹھان ایک حلقے میں[7] بیٹھے حقہ پی رہے تھے ۔ میں نے ان میں سے ایک سے پوچھا ''گاڑی کب آئے گی'' ؟ پہلے تو اس نے مجھے نیچے[8] سے اوپر تک دیکھا اور پھر منہ موڑ لیا ۔ ''گاڑی کب آئے گی'' ؟ یہ سوال شاید ہر آدمی کے دماغ میں تھا[9] ۔ مگر کوئی یہ نہیں کہہ سکتا تھا کہ گاڑی کب آئے گی ۔

(ب) (۱) آپ کیوں اتنی دیر سے پہنچے ہیں (٦) غرور کا سر نیچا ہوتا ہے ۔ (۳) سچی بات ہمیشہ کڑوی معلوم ہوتی ہے ۔ (۴) بے وقوف دوست سے دانا دشمن بہتر ہوتا ہے ۔ (۵) جو گرجتے ہیں وہ برستے نہیں ۔

Hints

A. (1) Was due. (2) Did not arrive. (3) Had been down since four. (4) Everyone who looked at it thought. (5) Ascending. (6) There was silence again. (7) In a circle. (8) From head to foot. (9) In every person's mind.

B. (2) Pride hath a fall. (3) Truth is bitter. (5) Barking dogs seldom bite.

Exercise No. 55

(الف) دنیا میں خدا نے بہت سی دھاتیں[1] پیدا کی ہیں ۔ سونا ، چاندی ، لوہا ، تانبا وغیرہ ۔ ان سب دھاتوں میں نہایت کارآمد[2] دھات لوہا ہے ۔ لوہا ہر ملک اور خطے[3] میں زمین سے نکلتا[4] ہے ۔ لیکن صاف حالت[5] میں نہیں ملتا ۔ اس کے ساتھ اور بھی بہت سی چیزیں ملی ہوئی ہوتی ہیں ۔ اس حالت میں اسے لوہے کی کچی دھات[6] کہتے ہیں ۔ ڈھلے ہوئے لوہے[7] کی بہت سی چیزیں بنتی ہیں ۔

(ب) (۱) میرے پاؤں کی انگلی پر پھوڑا ہو گیا ہے ۔ (۲) آمدم برسر مطلب (۳) موم بتی کو پھونک مار کر بجھا دو ۔ (۴) لیمپ کی بتی ذرا اونچی کرو اور ذرا اسے کاٹ دو ۔ (۵) میرا سر مت کھاؤ ۔ (۶) گیلے کپڑوں کو نچوڑ کر ٹانگ دو ۔ (۷) اس کی باتوں میں نہ آنا ۔ (۸) میرا اس سے کیا مقابلہ ۔ (۹) براہ مہربانی اسے ٹیلیفون کرو ۔ (۱۰) ٹھہرے ٹھہرے اکتا گیا ۔

Hints

A. (1) Metals. (2) Useful. (3) Region. (4) Dug out. (5) Pure state. (6) Iron ore. (7) Cast iron.

B. (1) Abscess on toe. (2) Come to the point. (3) Blow out. (4) Turn up the wick, trim. (6) Wring out. (7) Do not be taken in. (8) I am no match for him. (9) Ring up (10) Tired of waiting.

Exercise No. 56

(الف) میرے والد صاحب نے ایک واقعہ سنایا کہ وہ علی گڑھ میں پڑھا کرتے تھے ۔ چھٹیوں میں دو دوستوں کے ساتھ گاؤں آئے ۔ رات کو باتوں باتوں میں محلے کے حلوائی[2] کا ذکر آ گیا ۔ والد صاحب نے دوستوں سے کہا ۔ یہ حلوائی بڑا بے ایمان[3] ہے ۔ والد صاحب کے دوستوں نے کہا ۔ اچھا کل ہم اسے[4] پریشان کریں گے ۔ صبح دوست حلوائی کی دوکان پر پہنچے ۔ اور مٹھائی خرید کر کھانے لگے ۔ تھوڑی دیر بعد پہلا دوست دوکاندار سے بولا ۔ بھائی! تھوڑا پانی پلاؤ ۔ اور باقی[5] پیسے بھی واپس کرو ۔ حلوائی نے کہا ۔ پیسے کیسے ؟ ابھی تو آپ نے پیسے دئیے ہی نہیں ۔ دوست نے فوراً کہا ۔ تم بھول رہے ہو ۔ میں نے تمھیں[6] دس روپے کا نوٹ دیا تھا ۔ ٹھیک[7] اسی وقت دوسرا دوست بولا ۔ ارے بھائی تم ان کا نوٹ تو بھول گئے ہو ۔ کہیں میرا دس کا نوٹ نہ بھول جانا ۔

(ب) (۱) یہ افواہ گرم ہے ۔ تھوڑے دنوں تک نئی وزارت بن جائیگی ۔ (۲) اس کی روانگی سے پہلے تمام اساتذہ نے اس کو الوداعی پارٹی دی ۔ (۳) کیا آپ نے کسی کا کچھ دینا ہے؟ (۴) میں نے اپنے بچوں کو نصیحت کی کہ وہ چھٹیوں میں باقاعدہ کام کریں ۔ (۵) جب میں حیدرآباد جاؤں گا تو آپ کو ضرور ساتھ لے جاؤں گا ۔

Hints

A. (1) Incident. (2) Sweet-seller. (3) Dishonest. (4) Tease. (5) Balance. (6) Ten-rupee note. (7) Just then.

B. (1) It is rumoured. (2) On the eve of his departure. (3) Do you owe any thing. (4) Work regularly. (5) Will take you with me.

Exercise No. 57

(الف) ننھے[1] مینڈک نے مہمان سے کہا - تمہاری آواز کتنی پیاری[2] ہے - میں امید کرتا ہوں کہ تم آج شام ہماری کلب میں آؤ گے - ہم پرانے تالاب[3] کے کنارے پر بیٹھتے ہیں - یہ جگہ کسان کے گھر کے بہت قریب ہے - جب چاند نکلتا ہے - ہم اپنا راگ[4] شروع کر دیتے ہیں - یہ اتنا دلکش[5] ہوتا ہے کہ لوگ تمام رات جاگتے ہیں - اور ہمارا گانا سنتے ہیں - اور خوش ہوتے ہیں - اگر ہم چند منٹ کے لئے خاموش ہو جائیں تو وہ بڑے بیچین[6] ہوتے ہیں - ہمیں ہمسایوں کا خیال کرنا ہی[7] پڑتا ہے - اور انہیں خوش کرنے کے لئے ہم پھر ٹرانا[8] شروع کر دیتے ہیں -

(ب) (۱) یہ افواہ بالکل غلط ہے - (۲) اب بارش تھم گئی ہے - (۳) گیارہ بجنے میں صرف پانچ منٹ باقی ہیں - (۴) یہ گھڑی تمہارے ہاتھ کیسے لگی - (۵) بوٹ کے تسمے کھول دو - (۶) میں جونہی سکول پہنچا گھنٹی بج گئی - (۷) میں دو گھنٹے تک ایک کونے میں اکیلا بیٹھا رہا - (۸) امتحان کے بعد جان میں جان آئی - تمہیں تو ہر وقت مذاق ہی سوجھتا ہے - (۱۰) نوکر سے کہہ دو کہ خط ڈاک میں ڈال آئے - (۱۱) ڈاکٹر نے جواب دے دیا ہے - (۱۲) پولیس اس کے پیچھے لگی ہوئی ہے -

Hints

A. (1) Tiny frog. (2) Charming. (3) Old tank. (4) Music. (5) Attractive. (6) Restless. (7) Look to the needs of. (8) Croak.

B. (1) Rumour. (2) Stopped. (3) Five minutes to eleven. (4) Come by. (5) Unlace. (7) Kept sitting. (8) Heave a sigh of relief. (9) Thinking of fun. (10) Post the letter. (11) Declared the case as hopeless. (12) After him.

Exercise No. 58

A ۔ وقت ریل سے زیادہ بھاگنے والا[1] اور ہوا سے بڑھ کر اڑنے والا[2] ہے ۔ ایسا دبے پاؤں[3] نکلتا ہے کہ کوئی پکڑ نہیں سکتا ۔ سویرا[4] ہوا ۔ سو کر اٹھے ۔ ناشتہ کیا ۔ پھر دن چڑھ گیا ۔ کچھ سبق یاد کیا ۔ کہ نو بج گئے ۔ سکول کو گئے ۔ سبق لیا ۔ چلو دن ڈھلا شام ہوئی ۔ گھر آئے تو پھر کھانے کی سوجھی جب پیٹ بھرا[5] تو سستی آئی اور لیٹ[6] گئے ۔

B ۔ کچھ بچے اپنے گاؤں کے قریب ایک پہاڑی کے دامن[1] میں کھیل رہے تھے ۔ کہ انہیں ایک عجیب و غریب[2] شے دکھائی دی ۔ جس کی شکل و صورت تو گندم کے دانے جیسی تھی مگر ساخت میں[4] مرغی کا انڈا معلوم ہوتی تھی ۔ بچوں نے ایسی شے نہ دیکھی تھی نہ سنی[5] ۔ اس لئے اسے دیکھ کر طرح طرح کے خیال[3] دوڑانے لگے ۔ کسی نے اسے زہریلا[7] کیڑا سمجھا اور کسی نے بم ۔ آخر کار وہ اسے چھوڑ[8] کر چلے گئے ۔

Hints

A. 1. Faster than the train. 2. Flies swifter. 3. Noiselessly. 4. *Note* ; use present tense to translate these sentences :—

It is morning ; we leave our beds ; have our breakfast : soon it is broad day-light. 5. Eaten our fill. 6. Lie down.

B. 1. At the foot of a hill. 2. Strange. 3. Similar in shape to a grain of wheat. 4. In structure. 5. Neither seen nor heard. 6. Thought about a hundred and one things. 7. Poisonous insect. 8. Left it and went way.

Exercise No. 59

A - عبداللہ ایک غریب کسان کا بیٹا تھا - لیکن بڑا ذہین اور شریف تھا - مڈل تک اپنے ہی گاؤں کے مدرسہ میں تعلیم پائی[1] - پھر ہائی سکول میں داخلہ لینے کے لئے باپ سے عرض کی - باپ نے کہا - بیٹا آگے پڑھ کر[2] کیا کرو گے - نوکری تو آج کل ملتی نہیں میں بوڑھا ہو گیا ہوں - اب کھیتی باڑی[3] کا کام تم ہی سنبھالو[4] - عبداللہ کا دل ٹوٹ[5] گیا اور وہ دن بھر روتا رہا - رات کو بھی نیند نہ آئی - صبح پھر باپ سے ہائی سکول میں داخل ہونے کی اجازت مانگی - باپ نے غصہ سے کہا - چپ رہو نالائق کہیں کے[6] بھلا پڑھ کر کیا کرو گے - کیا ڈپٹی کمشنر بن جاؤ گے ؟

B - ایک بوڑھا کسان اپنے باغ میں درخت لگا رہا[1] تھا - اتفاق سے نوشیرواں بادشاہ اُدھر جا نکلا[2] - بادشاہ نے کہا - بڑے میاں! یہ درخت تو بہت دنوں میں پھلینگے[3] - تم ان کے لگانے میں اتنی محنت کیوں کرتے ہو؟ ان کے پھل دینے تک تو تم مر جاؤ گے[4] - کسان نے جواب دیا - بادشاہ سلامت[5] ! اگلے لوگوں[6]

نے درخت لگائے - ہم نے پھل کھائے اب ہم لگائینگے تو ہمارے بیٹے پوتے کھائیں گے -

Hints

A. Receive education. 2. To receive higher education. 3. Cultivation. 4. Take in hand. 5. Was disheartened. 6. Shut up, you worthless fellow.

B. 1. Planting trees. 2. Happened to pass that way. 3. Bear fruit. 4. You will die by the time they bear fruit. 5. Your Majesty. 6. Our ancestors.

Exercise No. 60

A - پاکستان ایک زراعتی[1] ملک ہے - اس کے اسی فیصدی باشندے دیہات میں رہتے ہیں - اور کھیتی باڑی[2] کرکے اپنا گزارہ[3] کرتے ہیں - پاکستان میں مختلف موسموں[4] میں مختلف فصلیں[5] پیدا ہوتی ہیں - ایک فصل سردیوں کے شروع میں بوئی[6] جاتی ہے - اور گرمیوں کے شروع میں کاٹی[7] جاتی ہے - دوسری فصل گرمیوں میں بوئی جاتی ہے - سردی کی فصل میں گندم ، جو ، چنے اور تلوں کے بیج[8] شامل ہیں اور گرمی کی فصل میں چاول ، مکی ، باجرہ ، گنا اور دالیں[9] شامل ہیں -

B - ایک دیہاتی ایک منشی[1] کے پاس گیا - اور کہنے لگا - کہ مجھے ایک خط لکھ دو - منشی نے جواب دیا - کہ اس وقت میرے پاؤں میں درد ہوتا ہے - میں چل پھر[2] نہیں سکتا - وہ بولا

میں نے تو لکھنے کو کہا ہے - چلنے پھرنے کو تو نہیں کہا -
منشی نے کہا - ھاں یہ تو مجھے معلوم ہے[3] - لیکن دراصل بات[4]
یہ ہے - کہ جب میں کسی کا خط لکھتا ہوں - تو پڑھنے کیلئے
بھی مجھے ہی جانا پڑتا ہے - کیونکہ میرا لکھا ہوا کوئی دوسرا
آدمی نہیں پڑھ سکتا - وہ آدمی لاجواب ہوگیا[5] - اور اپنے گھر
کو چلا گیا -

Hints

A. 1. Agricultural. 2. Tilling of land. 3. Live. 4. Different seasons. 5. Different crops. 6. grown. 7. Reaped. 8. Wheat, Barley, gram, oil-seeds. 9. Rice. maize. millet Sugarcane, pulses.

B. 1. Scribe. 2. Cannot walk about. 3. I know it. 4. As a matter of fact. 5. Was convinced.

Exercise No. 61

A - نبی کریم (صلعم) نہایت سادہ زندگی بسر کرتے تھے - آپ
معمولی کپڑے[2] پہنتے اور سادہ غذا کھاتے - آپ سخت[3] محنت کے
عادی تھے - اور ہر کام اپنے ھاتھ سے کرتے تھے - پھٹے ہوئے لباس
کو پیوند[4] خود لگاتے اور اپنے جوتوں کی مرمت خود[5] کرتے -
حضور فرمایا کرتے تھے - کہ خدا ان کی مدد کرتا ہے جو خود
اپنی مدد کرتے ہیں - حضور بہت رحم دل[6] تھے - دشمن کا قصور

بھی معاف[7] کر دیتے - غرور سے آپ کو بہت نفرت تھی - آپ یتیموں[8] اور بیوہ[9] عورتوں کی ہمیشہ مدد کرتے آپ انسان کی برابری[10] کے قائل تھے - اگرچہ آپ خدا کے نبی اور عرب کے بادشاہ تھے - لیکن اپنے آپ کو دوسروں سے افضل[11] نہیں سمجھتے تھے -

B - ۱ - تم نے تو خاندان کی ناک کٹوا دی - ۲ - کل رات میں کروٹیں لیتا رہا - مگر ذرا آنکھ نہ لگی - ۳ - کیا یہ گاڑی سیدھی لاہور جاتی ہے ؟ ۴ تم اتنا تکلف کیوں کرتے ہو - ۵ - اسے سازش کی بھنک پڑ گئی - ۶ - اس کا ایسی بیوی سے مشکل گزارہ ہوگا - ۷ - جونہی اس نے بندوق کے گھوڑے پر ہاتھ رکھا - بندوق چل گئی - ۸ - آج کل اس کا کاروبار خوب چل رہا ہے -

Hints

A. 1. The Holy Prophet. 2. Plain clothes. 3. Hard labour. 4. Patch. 5. Mend. 6. Merciful. 7. Forgive 8. Orphans. 9. Widows. 10. Brotherhood. 11. Superior

B. 1. Brought disgrace. 2. Kept tossing in bed, wink of sleep. 3. Through train. 4. Formal. 5. Got wind of the conspiracy. 6. Get on with 7. Trigger, went off. 8. Doing a roaring trade.

Exercise No. 62

A - آج جس دنیا[1] میں ہم رہتے ہیں - وہ اس دنیا سے بالکل مختلف[2] ہے - جو آج سے کئی ہزار سال[3] پیشتر

CamScanner

تھی ۔ اس وقت تمام زمین گھنے جنگلات[4] سے ڈھکی ہوئی تھی ۔ زہریلے[5] سانپ اور ان گنت جنگلی جانور[6] ادھر ادھر گھومتے پھرتے تھے ۔ خود انسان غاروں میں رہتا تھا اور کچے پھل و جڑی بوٹیاں[7] کھا کر گزارہ کرتا تھا ۔ آج کی دنیا کو دیکھ کر تعجب[8] ہوتا ہے ۔ وحشی انسان مہذب[9] ہو چکا ہے غاروں کی بجائے اونچے اونچے مکانوں میں رہتا ہے ۔ قدرت کی تمام بڑی بڑی طاقتوں[10] کو مسخر کر لیا ہے ۔ بھاپ اور تیل اس کی گاڑی چلاتے ہیں اور دریا اس کے لئے بجلی پیدا کرتے[11] ہیں ۔

B ۔ آپ جو میرا بگاڑ سکتے ہیں ۔ بگاڑ لیں ۔ ۲ ۔ میں تم سے سمجھ لوں گا ۔ ۳ ۔ وہ بچارا چند دن کا مہمان ہے ۔ ۴ ۔ اس ڈاکو کے لئے موت کا حکم ہو چکا ہے ۔ ۵ ۔ افضل اپنی بات کا دھنی ہے ۔ ۶ ۔ اس کے ہاتھ کے طوطے اڑ گئے ۔ ۷ ۔ بچے نے میز پر سیاہی گرا دی ۔ ۸ ۔ عبداللہ کے برے دن آئے ہوئے ہیں ۔ ۹ ۔ وہ اتنا دوڑا کہ اس کا سانس پھول گیا ۔ ۱۰ ۔ اچھا ہوا آپ آ گئے ہیں آپ ہی کو یاد کر رہا تھا ۔

Hints

A. 1. World. 2. Different. 3. Thousands of years ago. 4. Thick. 5. Poisonous. 6. Countless wild animals 7. Herbs 8. One wonders to see. 9. Civilized. 10. Mighty forces. 11. Generate electricity.

1. Do your worst. 3. His days are numbered. 4. Sentenced to death. 5. True to his word. 6. Non-plussed. 7. Spilt. 8. Fallen on evil days 9. Out of breath. 10. I was thinking of you.

Exercise No. 63

A - خود منشی صاحب کو دیکھو - اسی پچاسی برس کی عمر ہے - تمام بال سفید[1] ہو گئے ہیں - مگر رنگ انار کے دانے[2] کی طرح سرخ ہے - نہ نظر میں فرق[3] آیا ہے - نہ کوئی دانت گرا ہے - چہرے سے جلال ٹپکتا[4] ہے - کہو تو دس میل برابر چلنے کا دم رکھتے ہیں - کمر میں تکیہ[5] لگائے بیٹھے ہیں - ہم کو آتا دیکھ کر عزت کے لئے کھڑے ہو گئے - اور کہنے لگے - آئیے آئیے یہاں تشریف لائیے - آپ تو عید کا چاند[6] ہو گئے - کبھی درشن نہیں ہوتے - سنائیے کیسے آنا ہوا - مجھے آپ کو مل کر بڑی خوشی ہوئی ہے -

B - ۱ - اختر تو اسے انگلیوں پر نچا رہا ہے - ۲ - وہ اول درجے کا بدمعاش ہے - ۳ - تو تو میں میں ہوتے ہوتے ان کی ہاتھا پائی ہونے لگی - ۴ - اب تمہارا یہاں سے چلا جانا ہی بہتر ہے - ۵ - یہ خبر سنتے ہی اس کے ہاتھ پاؤں پھول گئے - ۶ - ناصر تمہاری باتوں میں آنے والا نہیں - ۷ - اگر تم نے میرا حساب نہ چکایا - تو میں تم پر نالش کروں گا - ۸ - جناب ! میرا تو سیاہ سفید آپ کے ہاتھ میں ہے -

Hints

A. 1. Turned gray. 2. Seed of pomegranate. 3.

Change. 4. beams with dignity. 5. Resting against a pillow. 6. Visits have become few and far between.

B. 1. Leading by the nose. 2. Rogue of the first water. 3. From words to blows. 4. You had better go. 5. Cannot be taken in. 6. Confounded. 7. Bring a suit against. 8. Make or mar my career.

Exercise No. 64

A ۔ ایک مکان میں آگ لگ[1] رہی تھی ۔ شعلے[2] اٹھ اٹھ کر آسمان کو جاتے تھے ۔ اتنی حرارت[3] تھی ۔ کہ پاس نہ کھڑا ہوا جاتا تھا ۔ محلے والے چلا رہے تھے ۔ لوگ بے حواس[4] ادھر ادھر دوڑ رہے تھے ۔ مگر ان میں سے ایک شخص کی نالہ و زاری[5] سن سن کر دل پھٹا جاتا تھا ۔ اس کا چار سالہ لڑکا اوپر کی منزل[6] میں ایک کمرہ میں سو رہا تھا ۔ مگر آگ سارے مکان میں پھیل گئی تھی اور اتنا دھواں تھا ۔ کہ وہاں آدمی نہیں جا سکتا تھا ۔ دو گھنٹے کے بعد آگ قابو[7] میں آئی ۔ مگر افسوس کہ بچہ جل کر خاکستر[8] ہو چکا تھا ۔

B ۔ ۱ ۔ کیا یہ کپڑا سکڑتا ہے ۔ ۲ ۔ لڑکے کا کیا نام رکھا گیا ہے ۔ ۳ ۔ یہ خبر کس طرح نکل گئی ؟ ۴ ۔ تم اتنی دیر کہاں رہے ؟ ۵ ۔ آپ کس جماعت میں داخل ہوئے ہیں ؟ ۶ ۔ کیا میں پوچھ سکتا ہوں کہ آپ پہلے کس سکول میں پڑھتے تھے ۔ ۷ ۔ کیا آپ نے نویں جماعت پاس کر لی ہے ؟ ۸ ۔ کیا آپ

کے ضلع میں کوئی ہائی سکول نہیں ہے ؟ ۹ - اس کو دیکھ کر سب باغ باغ ہوگئے - ۱۰ - زمانہ نازک ہے -

Hints

A. 1. On fire. 2. Flames. 3. Too hot to stand by. 4. Bewildered. 5. Cries. 6. Upper storey. 7. Brought under control. 8. Reduced to ashes.

B. 1. Shrink. 2. By what name the child has been christened. 2. Leak out. 4. Where have you been so long ? 5. Joined. 9. Overjoyed. 10. Times are critical.

Exercise No. 65

A - ایک زمانہ[1] تھا - جبکہ روپیہ کمانا معیوب سمجھا[2] جاتا تھا - خاص طور پر مسلمانوں میں ایسے لوگ بھی تھے - جو غربت کو امارت پر ترجیح[3] دیتے تھے - لیکن یاد رہے کہ اسلام نے کبھی بھی روپیہ کمانے کو برا نہیں کہا - بلکہ محنت سے حاصل کی ہوئی دولت کو ایک نعمت[4] قرار دیا ہے - لیکن ساتھ ہی[5] یہ بھی ہدایت کی ہے - کہ جن لوگوں کے پاس روپیہ ہو تو انہیں رحم دل[6] اور فیاض[7] ہونا چاہیئے اور جو لوگ مدد کے مستحق[8] ہیں - ان کو مدد دینی چاہئے - ان کے چاروں طرف جو مصیبت[9] نظر آتی ہے - اسے دور کرنے کی پوری کوشش کرنی چاہیے -

B - ۱ - موٹر درخت سے ٹکرائی اور الٹ گئی - ۲ - ہم نے گرمجوشی سے ان کا استقبال کیا - ۳ - میں نے اس کی قلعی کھول

دی ۔ ۴ ۔ یہ تمہیں خوب سوجھی ۔ ۵ ۔ اب شیر عین بندوق کی زد میں تھا ۔ میں نے موقع پا کر جھٹ گھوڑا دبایا ۔ ۶ ۔ خبر آگ کی طرح شہر میں پھیل گئی ۔ ۷ ۔ سیڑھی اس کے بوجھ کے نیچے ٹوٹ گئی ۔ ۸ ۔ افسر غصے کے مارے لال پیلا ہو گیا ۔

Hints

A. 1. There was a time. 2. Was condemned. 3. Preferred poverty to a affluence. 4. Blessing. 5. At the same time. 6. Merciful. 7. Generous. 8. Deserve, needy. 9. Misery.

B. 1. Collided, turned turtle. 2. Received Cordially. 3. Exposed. 4. It is a capital idea. 5. Within the range of gun shot, pulled up the trigger. 7. Gave way. 8. Went red with rage.

Exercise No. 66

A ۔ میں کچھ عرصہ سے پنشنر ہوں ۔ پہلے حاکم عدالت[1] تھا ۔ اس وقت میری بڑی عزت[2] تھی ۔ اب کوئی پوچھتا نہیں ۔ اُس وقت امیر و غریب میرے دست نگر[3] تھے ۔ قانون پیشہ[4] اصحاب عموماً خود سر[5] ہوتے ہیں ۔ مگر انہیں بھی میری خاطر[6] منظور تھی ۔ عدالت کے کمرے میں اور عدالت کے باہر مجھے سرکار[7] اور حضور کے الفاظ سے مخاطب کرتے تھے ۔ اب ان الفاظ کو میرے کان ترستے[8] ہیں ۔ آخر وہ وقت آیا ۔ جس کا مجھے ڈر تھا پچپن سال کی عمر ہو گئی ہے ۔ لیکن میری کاٹھی بہت اچھی ہے ۔ اب بھی چالیس سال سے زیادہ کا دکھائی نہیں دیتا ۔ دانت برقرار[10]

ہیں بال سیاہ ہیں طاقت میں کوئی فرق نہیں آیا ۔ مگر حکام اعلیٰ نے ان باتوں کی کچھ پرواہ نہ کی اور مجھے کہا ۔ تیس سال نوکری کر چکے ۔ اب گھر جاؤ اور ٹھنڈی ہوا[11] کھاؤ ۔

B ۔ بجلی جگا دو ۔ بجلی بجھا دو ۔ ۲ ۔ اپنے وعدے سے نہ پھرو ۔ ۳ ۔ گڑے مردے مت اکھاڑو ۔ ۴ ۔ مجھے گدگدی مت کرو ۔ ۵ ۔ پھونک مار کر بتی بجھا دو ۔

Hints

A. 1. A magistrate. 2. Held in great esteem. 3. Looked up to me for help. 4. Lawyers. 5. Self-willed. 6. Had to please me. 7. Lord and Sir. 8. Long for. 9. Constitution. 10. Intact. 11. Enjoy life.

B. 1. Switch on the light. 2. Back out. 3. By-gones. 4. Tickle. 5. Blow out the candle.

Exercise No. 67

۸ ۔ حاتم ایک بزرگ[1] ہو گزرے ہیں ۔ انہوں نے اپنے آپ کو بہرہ[2] مشہور کر رکھا تھا ۔ ایک دفعہ آپ اپنے کمرے میں اکیلے[3] بیٹھے تھے ۔ وہاں مکڑی[4] نے [5]جالا تن رکھا تھا ۔ اس میں ایک مکھی آ پھنسی ۔ مکھی کی بھنبھناہٹ[6] سن کر اٹھے اور اسے جالے سے نکال دیا ۔ کھڑکی سے ایک دوست دیکھ رہا تھا ۔ اس نے پوچھا کہ آپ تو بہرے ہیں ۔ مکھی کی بھنبھناہٹ کیسے

مول لی۔ انہوں نے جواب دیا۔ کہ میں نے اپنے آپ کو اس لئے بہرا مشہور[7] کر رکھا ہے۔ تاکہ لوگ بے باکی[8] سے میرے سامنے میرے عیب[9] کہہ دیں۔ اور میں اپنی اصلاح[10] کر سکوں۔

B۔ ۱۔ میں نے اس کی ہیڈ ماسٹر صاحب سے شکایت کی۔ ۲۔ سڑک گیلی تھی اس لئے میرا پاؤں پھسل گیا۔ ۳۔ انہوں نے اپنی غلطی نہیں مانی۔ ۴۔ میرے بھائی کو ضمانت پر رہا کر دیا گیا۔ ۵۔ اس نے سب کچھ منہ پر کہہ دیا۔ ۶۔ اس نے ایک ہی وار میں اس کا کام تمام کر دیا۔ ۷۔ اس کی ناکامیابی نے اس کا دل شکستہ کر دیا۔ ۸۔ وہ بیچارا ایڑیاں رگڑ رگڑ کر مرا۔

Hints

A. 1. Saint. 2. Deaf. 3. Alone. 4. Spider. 5. Web. 6. Buzzing. 7. Declared. 8. Fearlessly. 9. Faults. 10. Reform.

B. 1. Complain. 2. Slipped. 3. Admit. 4. Released on bail. 5. To my face. 6. Finished him at a blow. Broke his heart. 8. Died by inches.

Exercise No. 68

(A DIALOGUE)

بشیر۔ السلام علیکم[1] مسٹر منیر! آپ اتنا عرصہ کہاں رہے۔ مہینوں بعد آج شہر میں نظر آئے ہو۔

منیر۔ وعلیکم سلام۔ آپ سے مل کر بڑی خوشی ہوتی ہے۔ سنائیے کیسے گزرتی ہے[2]۔

بشیر۔ شکریہ۔ اللہ کا فضل[3] ہے۔ آپ کہاں ٹھہرے ہوئے ہیں۔ اور کب تک قیام ہے۔

مہر ۔ ہوٹل میں ٹھہرا ہوا ہوں ۔ غالباً[4] کل تو گھر لوٹوں گا ۔

بشیر ۔ میں بہت مشکور ہوں گا اگر آج رات میرے ساتھ کھانا تناول فرمائیں[5]

مہر ۔ بہت بہت شکریہ ۔ لیکن مجھے آج گھر واپس جانا ضروری ہے

بشیر ۔ اتنی جلدی بھی کیا[6] ۔ چند دن ٹھہریے اور شہری زندگی کا
لطف اٹھائیے[7] ۔

مہر ۔ معاف کیجیے آپ کی یہ شہری زندگی پسند نہیں ہے ۔ میں تو
دیہات کی کھلی[8] ہوا میں رہنے کا عادی[9] ہوں ۔

بشیر ۔ یہ درست ہے ۔ کہ آپ کو دیہات میں تازہ ہوا میسر ہے ۔
لیکن میں تو وہاں کی خاموشی اور بے کیف[10] زندگی سے
نفرت کرتا ہوں ۔ کیونکہ وہاں نہ ہی کوئی تھیٹر ہے
اور نہ کوئی سنیما ۔

مہر ۔ ہو سکتا ہے[11] آپ درست ہوں ۔ ہر شخص کا اپنا اپنا مذاق[12]
ہے ۔ لیکن مجھے تو شہر کا شور و غل بہت برا لگتا ہے ۔
اور دیہات کی پرسکون[13] زندگی ۔ اس کے باغ اور ہرے
بھرے کھیت بہت ہی اچھے لگتے ہیں ۔ اچھا اب اجازت
دیجیے ۔ خدا حافظ[14] ۔

Hints

1. Good morning. 2. how goes the world with you. 3. quite well. 4. probably. 5. dine. 6. why such a haste? 7. enjoy. 8. Open air. 9. accustomed. 10. dull. 11. May be. 12. taste. 13. calm and quiet. 14. bye bye.

Note : Also see the dialogue at page 336—337

Exercise No. 69

Q. PAPER 1964

A ۔ انور میرا دوست ہے ۔ وہ میرے گھر کے بالکل نزدیک[1] رہتا ہے ۔ ہم ایک ہی جماعت[2] میں پڑھتے ہیں ۔ ہر روز اکٹھے سکول جاتے ہیں ۔ وہ ایک امیر آدمی کا لڑکا ہے ۔ وہ اپنے جیب خرچ[3] میں سے غریبوں کی مدد کرتا ہے ۔ پڑھائی بھی دل لگا کر کرتا ہے[4] ۔ سابقہ سالانہ جلسہ کے موقع[5] پر اسے انعام[6] بھی ملا تھا ۔ تمام لوگ اس کی تعریف[7] کرتے ہیں ۔ اس کے والدین کو اس پر بڑا فخر ہے[8] ۔

B ۔ ۱ ۔ کیا آپ نے کھانا کھا لیا ہے؟ ۲ ۔ مجھے امید ہے کہ میرا وظیفہ آجائیگا ۔ ۳ ۔ آؤ مل کر کھیلیں ۔ ۴ ۔ یہاں گاڑی (موٹر) کھڑا کرنا منع ہے ۔ ۵ ۔ میٹنگ تین بجے شروع ہوگی ۔ ۶ ۔ بشیر نے رشید کو خوب بے وقوف بنایا ۔ ۷ ۔ وہ اپنی تنخواہ میں بڑی مشکل سے گزارہ کرتا ہے ۔ ۸ ۔ براہ مہربانی ذرا انتظار کریں ۔ ۹ ۔ میں اس معاملہ میں بالکل بے قصور ہوں ۔ ۱۰ ۔ ہر جملہ کا پہلا حرف بڑا ہونا چاہیے ۔ ۱۱ ۔ فیلڈ مارشل محمد ایوب خان پاکستان کے صدر ہیں ۔ ۱۲ ۔ شاید وہ آج واپس آئے ۔

Hints

A. 1. Next door. 2. Class-fellows. 3. Pocket-money. 4. Takes interest. 5. On the occasion of the last annual function. 6. Won a prize 7. Admire. 8. Proud of him.

B. 1. Meals. 2. Hope to win the scholarship. 3. Let us play. 4. No parking. 5. Meeting starts. 6. To make fool of him. 7. Hardly makes both ends meet. 8. Wait. 9. Innocent. 10. Capital. 11. Field Marshal, President. 12. May return.

Exercise No. 70

(Q-PAPER 1965 GROUP I)

A ۔ جہانگیر نے اپنے محل[1] میں ایک گھنٹی رسی سے باندھ رکھی تھی ۔ رسی کا دوسرا سرا[2] محل سے باہر تھا ۔ جب کسی کو بادشاہ سلامت[3] سے کوئی خاص درخواست کرنی ہوتی ۔ تو وہ رسی کو کھینچتا[4] گھنٹی بجتی اور بادشاہ اس شخص کو بلا کر اس کی شکایت[5] سنتا ایک دفعہ ایک نہایت کمزور اور بوڑھا گھوڑا ادھر آ نکلا[6] ۔ رسی گھوڑے کے پاؤں سے لگی ۔ اور ہلنا شروع ہو گئی ۔ گھنٹی بجی تو جہانگیر نے دریافت کیا ۔ کہ کون ہے ۔ غلام نے کہا ۔ حضور[7] ! ایک بوڑھا گھوڑا ہے ۔ بادشاہ نے اس گھوڑے کے مالک[8] کو بلایا اور حکم دیا ۔ کہ گھوڑے کی اچھی طرح دیکھ بھال[9] کی جائے ۔

B ۔ ۱ ۔ آج مجھے حرارت ہے ۔ ۲ ۔ کیا تمہاری گھڑی ٹھیک وقت دیتی ہے؟ ۳ ۔ کیا آپ چائے کے عادی ہیں ؟ ۴ ۔ رشید نے اسلم کو صاف آؤٹ کر دیا ۔ ۵ ۔ میں ہوائی جہاز سے راولپنڈی جاؤنگا ۔ ۶ ۔ آج جس نہیں ہے ۔ ۷ ۔ میں نے سب سوال نکال لئے ہیں ۔ ۸ ۔ امتحان سر پر ہے ۔ ۹ ۔ جیب کتروں سے بچو ۔

۱۰ - مریض خطرہ سے باہر ہے - ۱۱ - دروازے پر کون ہے؟ میں ہوں - ۱۲ - وہ زار زار رویا -

Hints

A. 1. Palace. 2. The other end. 3. His Majesty. 4. Would pull the rope. 5. Complaint. 6. Turned up. 7. Your Majesty. 8. Owner. 9. Look after.

B. 1. Fever. 2. Does your watch keep correct time? 3. In the habit of. 4. Clean bowled. 5. By Air. 6. Close 7. Solved. 8. At hand. 9. Beware of pick-pockets. 10. Out of danger. 11. It is I. 12. Burst into tears.

Exercise No. 71

(QUESTION PAPER 1965 GROUP II)

A - جب ہمایوں بیمار[1] ہو گیا اور کوئی دوائی کار گر ثابت نہ[2] ہوئی - تو بابر نے اپنے دوستوں اور وزیروں کو بلایا ان سب نے مشورہ دیا - کہ ہمایوں کی زندگی بچانے کے لئے بادشاہ سلامت کو کوئی بہت قیمتی[3] اور پیاری چیز قربانی[4] کے طور پر دینی چاہئے - بابر نے پوچھا - کہ ایسی چیز کون سی ہو سکتی ہے - درباریوں نے ایک بہت قیمتی پتھر کا نام تجویز[5] کیا - بابر نے کہا - میرے نزدیک تو سب سے زیادہ قیمتی اور پیاری چیز میری اپنی جان[6] ہے - ہے - میں اسے ہی اپنے پیارے بیٹے پر قربان کرونگا - تا کہ وہ تندرست[7] ہو جائے -

B - ۱ - مجھے ہلکا سا بخار ہے - ۲ - میری گھڑی پر پونے آٹھ بجے ہیں - ۳ - ہم صبح ساڑھے سات بجے ناشتہ کرتے ہیں - ۴ - آؤ ہم کرکٹ کھیلیں - ۵ - اس کمرے میں جگہ نہیں ہے - ۶ - کل مطلع ابر آلود تھا - ۷ - لیمپ کو بجھا دو - ۸ - بائیں طرف چلو - ۹ - یہ تو سفید جھوٹ ہے - ۱۰ - اتفاق میں برکت ہے - ۱۱ - اپنی زبان سنبھالو - ۱۲ - وہ اتنا کمزور ہے کہ اٹھ بھی سکتا -

Hints

A. 1. Fell ill. 2. Proved efficacious. 3. Precious 4. Offer as a sacrifice. 5. Proposed. 6. My own life. 7. Recover.

B. 1. Slight fever. 2. Quarter to eight. 3. Take break fast. 5. This room is crammed to overflowing. 6. Overcast. 7. Put out. 8. Keep to the left. 9. White lie. 10. Union is strength. 11. Hold your . tongue. 12 Too weak to get up.

Printed and Published by Zaheer Salam at Ferozsons Pvt Ltd.
Lahore. Rawalpindi. Karachi.

CamScanner

Picture Book Series

Alphabet
PICTURE BOOK

Word
PICTURE BOOK

Phrase & Sentence
PICTURE BOOK

Nursery Rhymes
PICTURE BOOK

ISBN 969-0-00282-1

CS CamScanner